



PARLIAMENT  
OF KENYA  
LIBRARY

REPUBLIC OF KENYA  
PARLIAMENTARY  
SERVICE COMMISSION



# ANNUAL REPORT

FOR THE FINANCIAL YEAR 2021/2022



REPUBLIC OF KENYA

PARLIAMENTARY  
SERVICE COMMISSION

## LIST OF ABBREVIATIONS AND ACRONYMS

ACLCP	African Colloquium of Legal Counsel to Parliaments
ACP-EU	Africa Caribbean Pacific-European Union
AFIDEP	African Institute for Development Policy
AHADI	Agile and Harmonized Assistance for Devolved Institutions
APLESA	Association of Parliamentary Librarians for Eastern and Southern Africa
BoSM	Board of Senior Management
BPR	Business Process Re-engineering
CoK	Constitution of Kenya
CPA	Commonwealth Parliamentary Association
CPD	Continuous Professional Development
CPST	Centre for Parliamentary Studies and Training
DIRS	Directorate of Research Services
DLC	Directorate of Litigation and Compliance Services
DLS	Directorate of Legal Services
EALA	East African Legislative Assembly
EALS	East Africa Law Society
ESAMI	Eastern and Southern African Management Institute
ICT	Information Communication Technologies
IEBC	Independent Electoral and Boundaries Commission
IFLA	International Federation of Library Associations
IFMIS	Integrated Financial Management Information System
IPU	Inter-Parliamentary Union
ISMS	Integrated Security Management System
KBC	Kenya Broadcasting Corporation

KICC	Kenyatta International Convention Centre
KIM	Kenya Institute of Management
KPJA	Kenya Parliamentary Journalists Association
KSL	Kenya School of Law
LSK	Law Society of Kenya
MCK	Media Council of Kenya
MoU	Memorandum of Understanding
MP	Members of Parliament
MSIC	Medical Scheme Implementation Committee
PBBF	Programme Based Budgetary Framework
PBU	Parliamentary Broadcasting Unit
PC-EIDM	Parliamentary Caucus for Evidence Informed Decision Making
PJSD	Parliamentary Joint Services Department
POP	Parliamentary Outreach Programme
PPARB	Public Procurement Administrative Review Board
PPU	Parliamentary Printing Unit
PRS	Parliamentary Research Services
PSC	Parliamentary Service Commission
PSSP	Parliamentary Service Strategic Plan
PSCS	Parliamentary Service Commission Secretariat
SAA	Serjeant-at-Arms
SADC	Southern African Development Community
SHRMS	Smart Human Resource Management System
ToT	Training of Trainers
UNITAR	United Nations Institute for Training and Research
WFD	Westminster Foundation for Democracy



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



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.



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

- Professionalism and Teamwork: We shall strive to maintain a high level of competence while promoting teamwork and professionalism.
- Objectivity and Impartiality: We shall be objective and impartial in delivery of service.
- Accountability, Transparency, and Integrity: We shall further maintain the highest level of accountability, transparency, and integrity in the discharge of our duties
- Efficiency and Responsiveness: We shall be efficient, provide quality services, and be responsive to the needs of all our stakeholders.
- Courtesy: We shall be customer-focused, courteous and accord respect to everyone.

## COMPOSITION OF THE COMMISSION



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



Hon. (Dr). Naomi Shaban, EGH, M.P.,  
Vice Chairperson, PSC



Sen. Beth Mugo, EGH, CBS  
MP, Member



Hon. (Dr). Adan Keynan, CBS  
MP, Member



Sen. Aaron Cheruiyot,  
MP, Member



Hon. Aisha Jumwa,  
MP, Member



Sen. George Khaniri, MGH,  
MP, Member



Hon. Samuel Chepkonga,  
CBS, Member



Hon. Benson Mornanyi,  
MP, Member



Hon. Rachael Ameso,  
HSC, Member



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

## MEMBERS OF THE EDITORIAL COMMITTEE

SR No.	Name & Designation	Role
1.	Mr. Clement Nyandiere, MBS Director General, Joint Services	Chairperson
2.	Mrs. Phyllis Makau, Director , Parliamentary Budget Office	Member
3.	Mr. Anthony Njoroge, Director Litigation and Compliance	Member
4.	Mr. Joel Irungu, Director, Finance and Accounting Services	Member
5.	Ms. Noor Ghalgan, Ag. Director, PSC Secretariat	Member
6.	Mrs. Gladys Ndeda, Hansard Editor, Senate	Member
7.	Ms. Anne Njoroge, Hansard Editor, National Assembly	Member
8.	Ms. Margaret Igane, Chief HRMO	Member
9.	Mr. Daniel Chania, Principal Clerk Assistant I	Member
<b>Secretariat</b>		
1.	Ms. Veronicah Kibati, Principal Clerk Assistant I	Secretary
2.	Mr. Osborn Obayo, Principal Clerk Assistant II	Deputy Secretary

## FOREWORD BY THE SPEAKER OF THE NATIONAL ASSEMBLY/ CHAIRMAN, PARLIAMENTARY SERVICE COMMISSION



As a Constitutional Commission, the Parliamentary Service Commission reports on its legislative and non-legislative program activities undertaken every Financial Year. The comprehensive report provides a justification on expenditure of public funds allocated to Parliament to perform its core mandate of legislation, oversight, representation of the people and budget making. This report provides a summary of Parliament's activities for the Financial Year 2021/2022 through its three services, the Senate, the National Assembly and Joint Services in line with the Strategic Plan of the Commission for the period 2019-2030.

In the financial period covered by the report, the Commission undertook various structural and administrative reforms aimed at fully operationalizing the new bicameral Parliamentary structure as

provided for by the Constitution of Kenya. The Commission considered a total of eighty five (85) Policy papers and held a consultative forum with Members of Parliament in May, 2022. This culminated in the Commission passing a number of administrative policies to facilitate smooth operations of the Institution.

During the financial year, the Commission continued with its long term plan of aligning its Human Resource capacity with the institutional requirements where additional staffers were recruited with the aim of addressing the staff deficit occasioned by an enlarged membership and committees. The staff were also put on a performance management system where staffers in PSC Scale 13 to 8 signed Balanced Score Cards. In the financial year, the Commission undertook various infrastructural developments to provide adequate and a conducive working environment for Members of Parliament including acquisition of buildings to enhance office space and finalising construction of the Multi-storey Office Block.

The Commission continued to enhance the capacity of the two Houses of Parliament by improving services and facilities for the welfare of both Members and staff. During the period under review, the National Assembly held a total of one hundred and seventeen (117) sittings while Committees of the House held a total of 1,371 Sittings. There were eleven

(11) Special Sittings including a Special Sitting. The Senate held a total of one hundred and six (106) Sittings during the period under review, out of which ninety-four (94) were ordinary, eleven (11) were Special and one (1) was a Joint Sitting. Committees of the Senate held a total number of eight hundred and ninety-seven (897) Sittings. The Commission facilitated the two Houses by providing the requisite services and facilities to achieve these outputs.

As we proceed to the next financial year, the Commission aims at continuing to build an Institution committed to the principles of hard work, diligence, excellence, efficiency and effectiveness. Above all, as a body corporate, the Commission will stay committed to duty of service to the public and will do so by staying focused to achieving its Constitutional mandate

and all statutes aimed at ensuring all activities of Parliament are implemented. I wish to sincerely thank the Members of the Commission for working tirelessly towards achieving its Constitutional mandate, the Speaker of the Senate, Members of the 12th Parliament, other arms of Government and stakeholders, the Clerk of the Senate/Secretary to the Commission, the Clerk of the National Assembly, the parliamentary service and members of the public.

**HON. JUSTIN B. MUTURI, EGH, MP,**  
*Speaker of the National Assembly &  
Chairperson, Parliamentary Service  
Commission*

## PREFACE BY THE CLERK OF THE SENATE AND SECRETARY TO THE PARLIAMENTARY SERVICE COMMISSION



The Parliamentary Service Commission is pleased to present its Annual Report for the financial year 2021/2022 .

Pursuant to Article 254 of the Constitution, the Parliamentary Service Commission is required to report to Parliament annually on the activities of the Commission. Similar to previous years, this report captures the programmes, activities, challenges and achievements of the Commission faced during the year under review. However, unlike previous years, the Commission had to grapple with the disruptive effects caused by the COVID-19 Pandemic and innovate in order to ensure that the programmes projected for the financial year were achieved as much as possible despite the hurdles posed by the pandemic.

In order to surmount the challenges, the Commission put in place mechanisms to facilitate hybrid meetings for the plenary and Committee sittings of both Houses of

Parliament. In addition, the Commission facilitated a rotational working from home policy for the staff, that allowed the Services in Parliament to continue while maintaining the prescriptions given by the Ministry of Health to reduce the spread of the virus.

To facilitate the efficient and effective functioning of Parliament, the Commission reorganised the offices in the service, reviewed the staff establishments and embarked on the recruitment of new staff. In addition, the Commission also approved the refurbishment of County House and continued support the construction on Bunge tower to reduce the challenges related to office space. Although the Commission managed to negotiate for an increase in budget allocation, many of its programmes were suspended since the budget increment was not able to cover all the projected programmes.

On the national level, the Commission successfully facilitated the Selection Panel for the recruitment of four commissioners of the Independent Electoral and Boundaries Commission.

I pledge the commitment and availability of the parliamentary service in supporting the Commission as it executes its constitutional mandate of facilitating Members of Parliament in their service to the public.

**J. M. NYEGENYE, CBS,**

Clerk of the Senate & Secretary,  
Parliamentary Service Commission

## EXECUTIVE SUMMARY

Article 254 of the Constitution requires all State Corporations and all Government Institutions to submit an Annual Report outlining their performance in the year. The Parliamentary Service Commission Annual Report for the year 2021/2022 provides an overview of activities undertaken by the three services of Parliament as constituted and superintended by the Commission. As a Chapter fifteen Constitutional Commission, the Parliamentary Service Commission reports on its legislative and non legislative program through its three services i.e. the Senate, the National Assembly and Joint Services. The comprehensive report provides a justification on expenditure of public funds allocated to the institution.

Coming from an all time low due to effects of the Covid-19 pandemic that affected all public institutions and their output in the period between 2020 and 2021, the Commission performance in most functions of Parliament was wasted.

Such business undertaken by the three services of Parliament constituted both legislative and non legislative agenda of Parliament.

The report is presented in three parts with each chapter presenting activities of Parliament as undertaken by the three services in the period. Part one (1) of the report entails reports from Directorates and departments of the National Assembly.

Part two (2) of the report is a summation of reports from the Senate Services and Joint Services which includes the Centre of Parliamentary Studies and Training (CPST) reports are reported in Part three (3).

The Parliamentary Service Commission (PSC) Strategic Plan (2019-2030) identifies several Strategic Pillars and objectives that form the focus of service delivery in Parliament activities and events geared towards the attainment of outcomes under the Strategic Pillars. In each part of the report, highlights are given to specific activities undertaken under Strategic Pillars and Strategic Objectives outlined in the PSC Strategic Plan.

The report provides a linkage between the Institution's global Strategy to enable it achieve its Constitutional mandate and core objectives with the program activities deployed in the most effective manner.

The Annual report commences with the Commission Secretariat which is responsible for facilitating the Commission and ensuring it undertakes it's constitutional mandates in the most effective and efficient manner. During the year, the Parliamentary Service Commission undertook various activities as provided for in its strategic plan 2019/2030

In line with it's constitutional mandate of providing services and facilities to the Members of Parliament for efficient and effective functioning of Parliament.

In the year under review, the Commission oversaw preparation of the Budget for the Financial Year 2022/2023 which was approved providing resources for use by the three services.

Despite the overall shortfall in resources provided to Parliament, the Commission pursued completion of its flagship infrastructural projects undertaken to provide new and more effective equipment and facilities for Members and staff of Parliament, the most notable being the new Office Block building which is scheduled for completion and occupation in the first quarter of 2022/2023 Financial year.

During the period under review, the National Assembly held a total of one hundred and seventeen (117) sittings while Committees of the house held a total of 1,371 Sittings. There were eleven (11) Special Sittings.

The House considered the Constitution of Kenya (Amendment) Bill, 2020 (A Bill to amend the Constitution by popular initiative), the Constitutionality of and Sufficiency of Public Participation during consideration of the Health Laws (Amendment) Bill (National Assembly Bill No. 2 of 2021) by the Departmental Committee on Health. The House also considered the Constitutional Propriety of the First Supplementary Estimates for the FY 2021/2022, Implication on the Resultant Bill and Legislative Processes for the Consideration of Future Approvals Under Article 223 of the Constitution and the Constitutional Propriety of the Universities (Amendment) Bill, 2021 and the Place of the Winnowing Process of

Amendments proposed to the Bill.

In overall terms, 33% of the total draft Bills submitted for determination had financial and economic implications, highlighting the operational outcome of Article 114 of the Constitution and the likely impact on public finances. All 24 draft Bills submitted for costing analysis were costed and finalized. The Parliamentary Budget Office substantially supported the Senate oversight committees of which key output was 112 technical briefs and support towards effective legislative processing of statutory county audit reports.

The Senate held a total of 106 Sittings during the period under review, out of which ninety-four (94) were ordinary, eleven (11) were Special and one (1) was a Joint Sitting. A total of 59 Motions were introduced with the Senate concluding on 51 Motions.

The House considered a total of thirteen (13) Bills which were published and introduced in the Senate by way of First Reading. Together with other legislative proposals introduced earlier, three (3) Bills were assented to, twenty-six (26) Bills were passed and referred to the National Assembly and not concluded, while twenty-two (22) Bills were pending before the Senate by the time the Senate proceeded on Sine-Die Recess on 21st June, 2022. Together with other legislative proposals introduced earlier and a total of eight hundred and two (802) papers were laid on the table of the Senate during the period under review. Of this number, seventy-five (75) were Committee reports, seven hundred and

twenty-seven (727) were Regulations from Ministries, reports of regional legislative assemblies, and reports of constitutional and independent offices.

The Senate undertook sixty (60) public hearings/meetings through public engagement on bills and Petitions. The Committees engaged the public during county visits and during the conduct of various inquiries that required public input where petitioners as members of the public were engaged and invited to verbalize their prayers before Parliamentary.

The House also considered a matter of impeachment of Governors for Nairobi and Wajir Counties respectively as well as considering a Bill to amend the constitution by popular initiative. In the year the House also processed 17 messages to the National Assembly on the other hand the Senate received and processed 22 messages from the National Assembly on all cross section of Legislative issues.

Chapter four (4) which spells out the workings of Joint Parliamentary Services, the Commission enhanced staff establishment for all leadership of both houses and also responded to need for better staffing of committees of houses by improving on the requirements for qualification of staffers hired as well as reviewing staff establishment and qualifications. In addition to this, the Commission enhanced terms of engagement for staffers of members working in the constituencies and counties by a factor of 10% and a factor of 14% for office operations.

The IEBC Selection Panel concluded the recruitment process and forwarded four names for appointment and gazettement as facilitated by the Commission. It is worthwhile to note that the Commission received the appreciation and commendation of the Chairperson of the Selection Panel for the Appointment of Commissioners of the IEBC (2021).

CHAPTER

1



**INTRODUCTION**

## 1.0 DIRECTORATE OF PARLIAMENTARY SERVICE COMMISSION SECRETARIAT

### COMMITTEES OF THE COMMISSION

In order to facilitate the proper discharge of the Commission's mandate, the Commission works through the following seven (7) committees -

#### 1.1.1 Committee on Finance

It oversees all financial transactions of the Parliamentary Service Commission; controls, evaluates and monitors the Commission budget; negotiates for funding for the Parliamentary Service Commission; and ensures there is adherence to prudent financial management.

#### 1.1.2 Committee on Staff Welfare

Oversees recruitment; appointments; promotions; terms and conditions of service of the staff of the Parliamentary Service.

#### 1.1.3 Committee on Tender and Procurement

Ensures that the procurement process in the National Assembly adheres to the Public Procurement and Disposal Act of 2005.

#### 1.1.4 Committee on Members' Welfare

Ensures that appropriate policies are put in place regarding the provision of services and facilities for Members. It also facilitates the review of the terms and conditions

of service for Members and ensure that Members have access to appropriate training and exposure visits to other Parliamentary jurisdictions.

#### 1.1.5 Committee on Security and Development

Ensures that there is adequate security within the precincts of Parliament. The Committee also oversees development projects implemented by the Commission.

#### 1.1.6 Committee on Public Information and Communication

Ensures that there is a comprehensive communication strategy and policies encompassing media relations, public engagements, internal and external communications, and use of Information and Communication Technology amongst other matters touching on public communication.

#### 1.1.7 Committee on Audit

Responsible for strengthening the audit function and promoting accountability of public funds.

### 1.2 Board of Senior Management

The Board of Senior Management is in charge of initiating policy proposals for approval by the Commission, advising the Commission on best policy options and oversees the implementation of the Commission's

resolutions. The Board is the link between the management and the Commission.

### 1.3 The Directorate of Parliamentary Service Commission Secretariat

The Parliamentary Service Commission Secretariat supports the Parliamentary Service Commission in implementing its mandate as provided in the Constitution.

It specifically performs the following roles-

1. Co-ordination and management of the Commission's activities on behalf of the Secretary to the Commission/the Clerk of the Senate;
2. Forming a seamless link between the Board of Senior Management and the Commission;
3. Organizing Commission/Committee/Board of Senior Management meetings, retreats and study tours and hosting parliamentary delegations from other jurisdictions;
4. Preparing minutes for the Board of Senior Management, Committees of the Commission and the Commission.
5. Preparing resolutions from the Board of Senior Management and Commission meetings and following up on their implementation; and,
6. Supporting the Annual Report

Editorial Committee in preparing the Commission's Annual Report with input from the two Houses and Joint Services.

#### 1.3.1 The PSC Secretariat Work Plan

The PSC Secretariat Annual Work Plan for the FY 2021/2022 sought to implement the PSC Strategic Plan 2019-2030 at the Commission level by contributing to the following strategic objectives:

- i. Strengthening coordination and linkages between the Commission, Directorates and Departments.
- ii. Enhancing Service Delivery within the Parliamentary Service.
- iii. Enhancing the resource base and improved management of resources through the Commission Committees on Finance and Audit.
- iv. Strengthening the capacity of Commissioners to effectively play their roles through training and study tours.
- v. Improving the working environment for Members and Staff.
- vi. Enhancing Public Engagement with Parliament through Parliamentary outreach.

### 1.3.2 The Directorate Of Commission Secretariat Annual Report For The Fy 2021/2022

No.	Main Activity	Sub-Activity	Outcome	Achievements
<b>STRATEGIC PILLAR 2: EXCELLENCE IN SERVICE DELIVERY</b>				
<b>STRATEGIC OBJECTIVE 7: To institutionalize performance management systems across the Parliamentary Service</b>				
1.	Facilitation of the Board of Senior Management and Administrative Committee Operations	BoSM Meetings	Enhanced Service Delivery	<ul style="list-style-type: none"> <li>The Board held a total of 43 meetings of which fifteen (15) were ordinary Meetings and twenty eight (28) special meetings</li> <li>A total of 119 Board Papers were considered</li> </ul>
		BoSM Retreat (Mombasa)	Enhanced Service Delivery	<ul style="list-style-type: none"> <li>One Retreat held for the farewell of the BoSM Secretary who retired during the course of the Financial Year</li> </ul>
2.	Facilitation to Parliamentary Service Commission	PSC Meetings	Enhanced Service Delivery	<p>The Commission held twenty four (24) meetings of which ten (10) were ordinary meetings and fourteen (14) special meeting</p> <ul style="list-style-type: none"> <li>The Commission conclusive considered eighty five (85) policy papers.</li> <li>A total of resolutions were issued to various action officers.</li> </ul>
		Commission Retreat	Enhanced Service Delivery	<ul style="list-style-type: none"> <li>Held one retreat in Kiambu County on 14th February, 2022</li> <li>During the retreat the Commission considered twelve (12) Papers;</li> <li>Emanating from the retreat twelve (12) Resolutions were issued to respective action persons</li> </ul>
3.	Commission Biannual Session with the Houses as per PSC Act, 2019 Section 44(3)	Meeting with the Senate and the National Assembly House Leadership	Improved Synergy	<ul style="list-style-type: none"> <li>The Commission held one session with Members of parliament at the National Assembly Chamber on 11th May, 2022</li> </ul>

No.	Main Activity	Sub-Activity	Outcome	Achievements
4.	Facilitation to Committee on Staff welfare	Meetings	Evidence based decision Making	<ul style="list-style-type: none"> <li>• The Committee held Thirty one Meetings of which eighteen (18) were Ordinary Meetings and thirteen (13) were Special Meeting</li> <li>• A total of forty seven (47) papers were processed.</li> </ul>
5.	PSC Secretariat Departmental workshop/ retreats	Three days- retreat to develop 2021/2022 PSC Secretariat Budget Estimates and work plan.  Performance appraisals	Improved service delivery	<ul style="list-style-type: none"> <li>• Directorate Retreat postponed due to clash with other Commission activities</li> <li>• 2021/2022 Commission Secretariat Budget estimates, Annual Work plan and procurement plan submitted to DFA on time</li> <li>• 2020/2021 Directorate Annual Report developed and submitted.</li> <li>• 2021 end of year appraisal undertaken</li> </ul>
<b>STRATEGIC PILLAR 7: ENHANCED AND SUSTAINED FINANCIAL RESOURCE BASE</b>				
<b>STRATEGIC OBJECTIVE 20: To mobilize sufficient financial resources to fund parliamentary programs</b>				
6.	Facilitation to Committee on Finance	Meetings	Evidence based decision Making	<ul style="list-style-type: none"> <li>• The Committee held three (3) meetings</li> <li>• Four (4) Papers were considered during the period under review</li> </ul>
<b>STRATEGIC PILLAR 7: Enhanced and Sustained Financial Resource Base</b>				
<b>STRATEGIC OBJECTIVE 21: To enhance efficiency in procurement of goods and services</b>				
7.	Facilitation to Commission Committee on Tender and Procurement	Meetings	Evidence based decision Making	<ul style="list-style-type: none"> <li>• The Committee held three (3) meetings</li> <li>• Four (4) Papers were considered during the period under review</li> </ul>
<b>STRATEGIC PILLAR 7: ENHANCED AND SUSTAINED FINANCIAL RESOURCE BASE</b>				
<b>STRATEGIC OBJECTIVE 22: To enhance efficiency in resource utilization, monitoring and evaluation</b>				
8.	Facilitation to Committee on Audit	Meetings	Evidence based decision Making	<ul style="list-style-type: none"> <li>• The Committee held seven Meeting of which two (2) were ordinary and five (5) were special meetings.</li> <li>• A total of nine (9) papers were considered</li> </ul>

No.	Main Activity	Sub-Activity	Outcome	Achievements
		Attendance of international Audit conferences	Improved performance in Internal management, Institutional Risk Management	The Committee attended one International Training in Dubai, UAE
<b>STRATEGIC PILLAR 6: PROVISION OF MODERN FACILITIES AND SECURE WORKING ENVIRONMENT FOR MEMBERS AND STAFF OF PARLIAMENT.</b>				
<b>STRATEGIC OBJECTIVE 18: To create a Parliamentary Square</b>				
<b>STRATEGIC OBJECTIVE 19: To provide adequate facilities and security for Members and staff of Parliament</b>				
9.	Facilitation to Committee on Members welfare	Meetings	Evidence based decision Making	<ul style="list-style-type: none"> <li>• The Committee held Nine(9) ordinary Meetings and One Special Meeting</li> <li>• The Committee considered nineteen Papers that transitioned to the Commission</li> </ul>
10.	Facilitation to Committee on Security and Development	Meetings	Evidence based decision Making	<ul style="list-style-type: none"> <li>• The Committee held Thirty three (33) Meetings of which twenty two(22) were ordinary meetings and eleven (11) special meetings</li> <li>• A total of sixty four (64) papers were considered.</li> </ul>
		Commission Committees Foreign Study tour.	Improved performance	<ul style="list-style-type: none"> <li>• The Committee undertook three (3)study tours</li> </ul>
<b>STRATEGIC PILLAR 3: PUBLIC TRUST</b>				
<b>STRATEGIC OBJECTIVE 13: To enhance Parliamentary outreach and promote ideals of Parliamentary democracy</b>				
11.	Facilitation to Committee on Information and Public Communication	Meeting		<ul style="list-style-type: none"> <li>• The Committee held one (1) Ordinary Meeting in which one (1) Paper was considered. The Committee recommended the adoption of the PSC Records Management Policy.</li> </ul>
12.	Dissemination of information	Printing/ Publication	Informed Stakeholders	Annual Reports published
13.	Hosting of delegations, Office catering services	Hosting of delegations, Office catering services	Improved partnership and external relations	<ul style="list-style-type: none"> <li>• The Directorate facilitated the visiting Malawi PSC delegation between 18th -30th July, 2021</li> </ul>

No.	Main Activity	Sub-Activity	Outcome	Achievements
14.	Training & Capacity building for the PSC Secretariat and Commissioners' Staff	Training of PSC Secretariat Staff	Improved Service Delivery at the PSC Secretariat	During the period under review four (4) officers from the Commission Secretariat and twenty six (26) contract staff from Commissioners Offices were trained
15.	Coordination and Facilitation of IEBC Selection Panel	Fully Constituted IEBC	Appointment of IEBC Commissioners	The IEBC Selection Panel concluded the recruitment process and forwarded four names for appointment and gazettement
<b>STRATEGIC PILLAR 4: EMBRACE AND IMPLEMENT AN E-PARLIAMENT</b>				
<b>STRATEGIC OBJECTIVE 15: To leverage on ICT in all processes and operations of Parliament</b>				
16.	Digitization of Commission/ Committee/ BoSM Resolutions, Minutes and Papers	Procurement, installation and Commissioning of Records Management Information System	Digitization of all Commission Record	<ul style="list-style-type: none"> <li>• All PSC Minutes generated in 2021/2022 were Scanned</li> <li>• All PSC Resolutions generated in 2021/2022 were Scanned</li> <li>• All BOSM Minutes generated in 2021/2022 were all scanned.</li> <li>• All BOSM Resolutions generated in 2021/2021 were scanned</li> </ul>

**1.3.4 Detailed Achievements of the Commission**

1. During the period under review, the Commission initiated the refurbishment and alteration of County House Building to address the office requirements for Members and Staff of Parliament.
2. The Commission held meetings with the SRC on the Job Evaluation exercise on the proposed remuneration and benefits for state officers to

inform the third remuneration review cycle (2022-2027).

3. The Commission held a consultative meeting with the Kenya Revenue Authority to address the matter of payment of mileage allowances to Members of Parliament.
4. The Commission approved the participation of Team Kenya to the 11<sup>th</sup> Edition of the East African Community Inter-Parliamentary


- Games (EAC-IPG) and sought additional funding in the supplementary Budget to bridge the budget deficit resulting from facilitating participants.
5. Towards implementation of the Commission resolution on the establishment of the Performance Management Unit, the Commission established an Ad Hoc Contract Implementation Committee.
  6. The Commission also engaged the Institute of Human Resource Management to oversee successful implementation of performance contracting for a period of one year.
  7. In order to entrench the Performance Management System, the Commission resolved that all officers serving in PSC Scales 13 to 8 be required to sign balanced score cards.
  8. In order to address the staffing needs at the Centre for Parliamentary Studies and Training, the Commission advertised for various positions in the Directorate of Curriculum, Training and Research and the Directorate of Administration, Finance and Corporate Affairs.
  9. The Commission approved various requests for ex-gratia assistance for Members and Staff of Parliament who had exhausted their medical covers.
  10. The Commission approved the Master plan, and preliminary design for the proposed Centre for Parliamentary Studies and Training.
  11. The Commission considered and approved various requests for confirmations in appointment, promotions, secondments, resignations, study leaves, acting and special duty allowance and discipline matters.
  12. The Commission enhanced the staff establishment in the Offices of the Clerks of the Houses, the Director General of the Parliamentary Joint Services and the Executive Director of the Centre for Parliamentary Studies and Training (CPST).
  13. The Commission renewed the contract of forty-one (41) security wardens and Health Club Officers for a period of two years effective 1st October, 2021.
  14. While considering the PSC Budget Performance for the financial Year 2020/2021 and the possible areas of savings in the Financial Year 2021/2022, the Commission resolved to reallocate KES. 338,500,000 from the recurrent expenditure of the three Accounting Units to the Development Vote to commence the development of the CPST training centre project. The Commission also resolved that a budget of KES. 4.257

- Billion being the total project budget estimate inclusive of consultancy fee be spread within the three-year project life cycle and the project budget be included in the MTEF for Financial Year 2022/23.
15. The Commission received the appreciation and commendation of the Chairperson of the Selection Panel for the Appointment of Commissioners of the IEBC (2021) for facilitating it with a secretariat.
  16. The Commission undertook a comprehensive review of the staff establishment in the Parliamentary Service and approved the establishments for optimal service delivery.
  17. The Directorate of the Speaker's Office was restructured so as to be headed by a non-partisan Director at PSC 15 reporting functionally to the Speaker and administratively to the respective Clerk through a Deputy Clerk. The position of Chief of Staff at PSC 14 was established as a partisan position.
  18. The Commission commenced the process of filling the positions of Clerk of the National Assembly; Director, Parliamentary Budget Office; Director, Commission Secretariat; Director, Speaker's Office; Director, Research Services and Deputy Director General.
  19. To address the welfare of former Members of Parliament, the Commission requested the National Assembly to consider re-initiating the legislative proposals for enhanced pensions for former Members of Parliament with appropriate consultations with the National Treasury and the SRC.
  20. The Commission approved a hybrid Post-Retirement Medical Fund for the Parliamentary Service under the existing pension scheme with a seed capital of KES. 373 million.
  21. The Commission approved the Integrated Security Management System (ISMS) Critical Design Review for countersigning by all implementing partners.
  22. The Commission approved the Parliamentary Service Commission Records Management Policy and a records management Committee to assist in the development of procedures governing records management in Parliament.
  23. The Commission upgraded the following departments to directorates: Internal Audit; Serjeant-at-Arms; Hansard and Audio Services; Parliamentary Research Services; Engineering and Maintenance and Security and Safety.

24. While considering the report of the training and bench-marking visit to the National Conference of State Legislatures by the CPST Board, the Commission resolved that CPST develops tailor-made programs for all PSC cadres to enhance targeted training programs.
25. The Commission approved the Parliamentary Service Commission Human Resource Policies and Procedures Manual. The Commission also approved the Risk Management Policy for the Parliamentary Service with a Risk Management Unit to provide technical advisory and standardization.
26. Pursuant to the Public Officer Ethics (management, verification and access to financial declarations) Regulations, Legal Notice No. 179 of November, 2011, the Commission approved the Administrative Procedures for the Administration of Declarations for staff.
27. During the review of the Memorandum of understanding between the Parliamentary Service Commission and African Organization of Public Accounts Committees (AFROPAC), it was resolved that the Commission continues hosting AFROPAC Secretariat and providing the following support: suitable office space for the AFROPAC Secretariat in Nairobi; office equipment and that the funding for the provision and maintenance of motor vehicles and the employment of adequate, professionals be obtained from subscriptions or contributions from the respective member states.
28. The Commission appointed Hon. Rachel Ameso to represent the Parliamentary Service Commission at the Intergovernmental Budget and Economic Council (IBEC) pursuant to the provisions of section 187(1)(c) of the Public Finance Management Act, 2012 together with four members of staff to serve in the Legal, Loans and Grants, Budget and Economic and Planning Committees.

CHAPTER

2



**ANNUAL REPORT  
OF THE NATIONAL  
ASSEMBLY  
SERVICE FOR THE  
FY 2021/2022**

## 2.0 DIRECTORATE OF SPEAKER'S OFFICE

The Directorate of Speaker's Office in the National Assembly comprises of the Leadership Offices; the Presidium, Media Relations and the Public Communication Departments. This report highlights the activities of the Directorate in the Financial Year 2021/2022.



*From Left Hon. Patrick Mariru (4th Chairperson), Hon. Jessica Mbalu (3rd Chairperson), Hon. Justin Muturi (Speaker Of The National Assembly), Hon. Moses Cheboi (Deputy Speaker), Hon. Soipan Tuyu (1st Chairperson) and Hon. Christopher Omulele (2nd Chairperson)*

### 2.1.1 Major Activities of the Directorate of Speaker's Office

During the year under review, the Directorate of Speaker's Office undertook the following activities:

- i. Hosted seventeen (17) visiting Diplomatic Missions accredited to Kenya;
- ii. Hosted delegations from the East African Legislative Assembly, Zimbabwe, Malawi and Ghana Parliaments.
- iii. Facilitated the participation of the Speaker in the following inter-parliamentary events: -

- a) The Commonwealth Parliamentarians with Disability (CPWD) Africa Region Conference held on 14th-18th October, 2021 in Nairobi;
- b) The official opening of a new Bomet County Assembly Chamber and the launch of the County Assembly's Strategic Plan;
- c) The 80th Commonwealth Parliamentary Association (CPA) Africa Region, Executive Committee Meeting from 14th -18th October, 2021;
- d) The 17th Commonwealth Parliamentary Association (CPA) Speakers and Presiding Officers (CSPOC) Africa Region Conference held in Kigali, Rwanda;
- e) The 51st Commonwealth Parliamentary Association (CPA) Africa Region Conference and Annual General Meeting held from November 8-14, 2021, in Abuja Nigeria.
- iv. As part of duties of the State -
  - a) the Speaker received a number of Heads of State and Governments at the Mausoleum of His Excellency the Late Mzee Jomo Kenyatta, CGH, former President of Kenya, on behalf of the Government of Kenya.

- b) The Speaker also represented the National Assembly at the funeral of the former Speaker of the Parliament of Uganda, Rt. Hon. Jacob Oulanyah, following the latter's demise in April 2022;
- c) The Speaker also facilitated and coordinated the laying in State at Parliament Buildings of His Excellency the Late Mwai Kibaki, CGH, Third President of the Republic of Kenya;
- v. The Speaker participated in a round table meeting between the Judiciary and the National Assembly on 10th March 2022.
- vi. Attended Centre for Multiparty Democracy (CMD) People's Dialogue aimed at promoting a platform for dialogue on strengthening multi-party democracy.

**2.1.2 Report of the Media Relations Department**

The Media Relations Department works to provide information to the press, journalists and the public on the wide-ranging work and activities of Parliament. The Department is also mandated to;

- i) facilitate the coverage of the House, its committees and events;
- ii) Accrediting journalists who cover Parliamentary activities;
- iii) Monitoring media reports and coverage; and
- iv) Organizing press conferences and interviews for honourable Members.

**2.1.3 Activities Undertaken by the Media Relations Department.**

- i) Use of Facebook, Twitter, the parliamentary website and



The Speaker of the 12th Parliament Hon. Justin Muturi distributes fruit tree seedlings to residents of Molo Constituency during an event of the Opening of KMTCC College in Elburgon Molo on the invitation of area MP Hon. Kimani Kuria in January 2021. The distribution of the seedlings was part of the Fruit Tree Planting drive launched by the Speaker in December, 2021.

WhatsApp to disseminate information on the Business of the National Assembly and its Committees;

- ii) Prepared media briefs for the Speaker of the National Assembly.
- iii) Published parliamentary events including the National Assembly Committees Forum 2021, the 80th Commonwealth Parliamentary Association (CPA) Executive Meeting, the Inaugural Commonwealth Parliamentarians with Disability (CPwD) Africa Region Conference (2021) and the National Prayer Breakfast (2021);
- iv) Facilitated coverage and live broadcast of the 8th State

of the National Address by His Excellency President Uhuru Kenyatta, CGH, on 30th November, 2021;

- v) Published four (4) e-newsletters covering the activities of the plenary and committee meetings;
- vi) Organized and managed a total of 67 press conferences to brief the media on activities of the National Assembly;

#### 2.1.4 Report of the Public Communications Department

The Public Communications Department is one of the Departments within the Directorate of the Speaker’s Office. It serves the Speaker’s Office and the broader institution of the National Assembly.

The following is the report of the Department’s activities for the Financial Year 2021/2022:

SN	ACTIVITY	QUANTITY
1.	Provided Protocol Services to Speaker’s Office for local and foreign events and activities	7
2.	Facilitated Foreign Delegations visiting the National Assembly	21 delegations
3.	Prepared Publications for Public Outreach and Public Education	3
4.	Provided Customer Care and Reception Services to visitors to Parliament	on every working day
5.	Representing National Assembly in Inter-ministerial meetings and forums	41
6.	Facilitated National Assembly Leadership in State and National Events	7
7.	Provided Training and Sensitization Services on PR, Public Communications and Protocol	8

## 2.2 THE DIRECTORATE OF LEGISLATIVE AND PROCEDURAL SERVICES

### 2.2.1 Structure of the Directorate of Legislative and Procedural Services

The Directorate of Legislative and Procedural Services is mandated to provide administrative and procedural support to the House to facilitate efficient and effective fulfilment of the constitutional mandates of the Legislature.

#### Departments of Directorate of Legislative and Procedural Services

The Directorate comprises the following Departments: -

- (i) The Table Office Services (TO);
- (ii) The Procedural Research and Journals Services (PRJ);
- (iii) The Inter-Houses and Overseas Department Services (IHOD).

### 2.2.1 Activities under The Strategic Pillars of The Parliamentary Service Commission Strategic Plan 2019-2030

The following are activities and achievements under the Parliamentary Service Commission Strategic Plan of 2019 - 2030 that were undertaken by the Directorate during the fiscal year.

#### (a) Sittings of the House

During the period under review, the National Assembly held a total of one hundred and seventeen (117) sittings. There were eleven (11) Special Sittings including the Special

Sitting convened to pay tribute to the late Third President of the Republic of Kenya, Hon. Emilio Mwai Kibaki, who passed on in April, 2022. There was (1) joint sitting which was the State of the Nation Address by the President H. E. Hon. Uhuru Kenyatta, CGH.

#### (b) Administration of Oath

During the period under review, the Speaker administered an oath to one (1) Member-elect, who had joined the National Assembly through a by-election occasioned by the demise of the then area Member of Parliament.

#### (c) Demise of a Sitting Member of Parliament

Sadly, one Member of the National Assembly, Hon. William Kamoti Mwamkale, MP passed on during the period under review.

#### (d) Demise of the Third President of the Republic of Kenya

The Third President of the Republic of Kenya, His Excellency Hon. Emilio Mwai Kibaki, passed away on Friday, 22nd April, 2022. Following the Presidential Proclamation of 22nd April, 2022 regarding his demise, the Speaker convened a Special Sitting of the House.

#### (e) Parliamentary Proceedings and House Business

This part details the business transacted by the House during the period.

- i) **Communications from the Chair** During the Session, the Speaker conveyed twenty-nine (29) Communications on various subject matters; made five (5) notifications; and issued one (1) guidance on consideration of certain House Business.

Some of the notable ones include the following -

No.	Subject
1.	The Resolutions of County Assemblies on the Draft Constitution of Kenya (Amendment) Bill, 2020.
2.	Consideration of the Constitution of Kenya (Amendment) Bill, 2020 (A Bill to amend the Constitution by popular initiative).
3.	The Constitutionality of and Sufficiency of Public Participation during consideration of the Health Laws (Amendment) Bill (National Assembly Bill No. 2 of 2021) by the Departmental Committee on Health.
4.	Petition for the removal from Office of the Attorney- General
5.	The Import of the Judgement of the Court of Appeal in Civil Appeal No. E084 of 2021 on the Legislative Function of the National Assembly.
6.	The Constitutional Propriety of the First Supplementary Estimates for the FY 2021/2022, Implication on the Resultant Bill and Legislative Processes for the Consideration of Future Approvals Under Article 223 of the Constitution

- ii) **Messages**  
 During the fiscal year, the Directorate facilitated the processing of sixty one (61) Messages regarding various matters.  
 These are –
- a) **Messages from the President/ National Executive**  
 Pursuant to provisions of Standing Order 42, the National Assembly received twelve (12) Messages from His Excellency the President, of which, eight (8) were in regard to the appointment of persons to various state and public offices; three (3) on referral of legislation back to the House for reconsideration; and, one (1) in relation to the annual State of the Nation Address.
- b) **Messages from the National Treasury**  
 There was one (1) Message received from the National

Treasury regarding the appointment of persons nominated as Members of the Privatization Commission and the Competition Authority.

and one (1) set of regulations to the Senate, conveying the decisions of either House on Bills or Special Motions requiring concurrence.

**c) Messages to and from the Senate**

Pursuant to provisions of Standing Order 41, the National Assembly received sixteen (16) Messages from the Senate and sent thirty one (31) Messages

**iii) Papers Laid**

During the said period, the Directorate facilitated a total of seven hundred and four (704) papers to be laid as indicated in the Table below: -

S/No	Title	Total
1.	Reports submitted by H.E. the President in fulfilment of the provisions of Articles 132(1) (c) and 240(7) of the Constitution	5
2.	Reports of the Auditor-General and Financial Statements of the various public entities submitted pursuant to Article 229 (7) of the Constitution	437
3.	Annual Reports and Financial Statements including performance reports from various National Government institutions pursuant to Article 153(4)(b) of the Constitution	21
4.	Reports by the National Government Constituencies Development Fund (NGCDF) Board submitted pursuant to the NGCDF Act	8
5.	Reports by House Committees on activities under their mandates including reports on consideration of Bills pursuant to the enabling statutes and Standing Orders	183
6.	Statutory Instruments submitted pursuant to section 11 of the Statutory Instruments Act	37
7.	Treaties/Conventions/Agreements/Protocols	4
8.	Sessional Papers prepared by the National Executive outlining some policy options on particular thematic areas	1
9.	Reports and Resolutions from Regional/International Bodies	4
10.	Reports from Caucuses or Friendship Groups	4
<b>TOTAL</b>		<b>704</b>

**iv) Petitions**

During the fiscal year, the Directorate facilitated processing a total of sixty four (64) Petitions that were presented and referred to the relevant Departmental Committees for consideration. In addition, a total of sixty-five (65) Petitions had been carried forward from the previous financial year 2020/2021.

During the same fiscal year, 25 Petitions considered by the Departmental Committees were concluded and their reports tabled in the House.

**v) Statements**

During the fiscal year, a total of ninety one (91) Statements were processed and requested by Members. During the same period, a total of twenty-six (26) Statements were issued by the various Chairpersons of the Departmental Committees. A total of 14 Statements were issued by the Leadership informing Members of the business of the House.

**vi) Parliamentary Questions**

During the same fiscal year, three hundred and ninety-eight (398) Questions were processed by the Directorate and asked in the House. Three hundred and seventy-nine (379) were referred to various Departmental Committees for replies. Nineteen (19) Questions were referred to various Constitutional Commissions, Independent Offices and other Institutions for written replies.

**vii) Motions**

During the fiscal year, the Directorate facilitated a total of one hundred and forty one (141) Motions which were introduced in the House out of which one hundred and ten (110) were considered and adopted, three (3) were negatived while one (1) was withdrawn.

**viii) Bills**

During the fiscal year, the Directorate facilitated the National Assembly to consider a total of eighty three (83) Bills at various stages.

**ix) Statutory Instruments**

During the fiscal year, the Directorate facilitated in processing a total of forty-eight (48) Statutory Instruments submitted to the National Assembly of which thirty eight (38) were approved by the House and three (3) were annulled.

**x) Treaties/Agreements/Protocols/Conventions**

During the year, nine (9) Treaties were received and eleven (11) were ratified and the Sessional Papers approved during the Session.

**xi) Sessional Papers**

During the year, two (2) Sessional Papers were adopted and two (2) were pending consideration.

**(f) National Assembly and Parliamentary Diplomacy**

The Parliament of Kenya continued to actively participate in various activities relating to inter-parliamentary organizations.

The inter-parliamentary organizations include: -

National Assembly participated in five (5) CPA activities as indicated in the table below -

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

During the period under review, the

S/No.	Activity	Date	Venue
1.	CPA Executive Committee Meeting	23rd to 26th March 2021	Virtual
2.	The CPA Kenya Branch Bilateral visit to the CPA Ghana Branch	September 13th to 18th, 2021	Parliament of Ghana
3.	CPA Executive Committee Meeting	27th to 30th September 2021	Virtual
4.	Inaugural Commonwealth Parliamentarians with Disabilities (CPwD) Africa Region Conference	October 14th to 18th, 2021	Nairobi
5.	The 51st CPA Africa Regional Conference and Annual General Meeting	November 8th to 13th, 2021	Abuja, Nigeria

**(ii) The Society of Clerks-at-the-Table (SoCATT)**

During the year, the following were notable events in relation to the affairs of Society of Clerks-at-the Table (SoCATT)-

(a) Mr. Michael Sialai, CBS, Clerk of the National Assembly of Kenya, was re-elected as the East African Representative in the Steering Committee of SoCATT Africa;

(b) The Parliament of Kenya participated in the following activities of the Society -

(i) Two (2) Steering Committee meetings held in Kigali, Republic of Rwanda in February and May 2022; and

(ii) In the development of the following documents of the Steering Committee -

- a) 2022 – 2026 Strategic Plan for SoCATT Africa Region and its attendant implementation plan and Monitoring and Evaluation strategy; and
- b) Revised Rules of the Society.

(iii) The SoCATT AGM held on 3rd - 9th June, 2022 in Freetown, Republic of Sierra Leone.

**(iii) Pan African Parliament (PAP)**

The Pan African Parliament is the legislative body of the African Union.

**(iv) Organisation of African, Caribbean, Pacific States-European Union Joint Parliamentary Assembly (OACPS-EU JPA)**

The ACP-EU Joint Parliamentary Assembly was created out of a common desire to bring together the

representatives of the African, Caribbean and Pacific states that have signed the Cotonou Agreement and the European Parliament.

The National Assembly participated in the following two (2) activities of the OACPS- EU during the period under review –

- a) AU-EU Summit Parliamentary meeting, 10th February, 2022 held virtually.
- b) The 60th Session of the OACPS Parliamentary Assembly & the 41st Session of the OACPS-EU JPA, 29th March - 4th April, 2022 which took place in Strasbourg, France.

**(v) Inter-Parliamentary Union (IPU)**

The IPU international organization of Parliaments is the focal point for world-wide parliamentary dialogue and works for peace and co-operation among peoples and establishment of representative democracy.

During the period under review, the National Assembly participated in some of the following events of the IPU–

- i. COP26 – Africa Parliamentary Round Table 2021 on 14th September 2021, Online.
- ii. 143rd IPU Assembly from 26th - 30th November 2021 in Madrid, Spain.
- iii. The Fifth World Conference of Speakers from 7th - 8th September 2021 in Vienna, Austria.
- iv. The First Global Parliamentary Summit on Counter-Terrorism on 9th

September 2021 in Vienna, Austria

- v. The 144th IPU Assembly and related meetings from 20th to 24th March, 2022 in Nusa Dua, Indonesia

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

The Forum of Parliaments of Member States of the International Conference on the Great Lakes Region (FP-ICGLR) was established in 2008 to provide a platform for exchange of experiences, conflict resolution and dialogue between Parliaments of the Member States of the ICGLR.

During the period under review, the National Assembly participated in the following three (3) events relating to FP-ICGLR as follows –

- (i) The Joint Observation Mission the Presidential, Parliamentary and Local Government Elections in Zambia, 5th to 15th August 2021;
- (ii) The 23rd Statutory Meeting of the Executive Committee and the Ad Hoc Committee on Finance of the FP-ICGLR, in Nairobi, 28th to 30th September 2021; and
- (iii) The 12th Ordinary Session of the Plenary Assembly of the Forum of Parliaments of Member States of the International Conference on the Great Lakes Region (FP-ICGLR) which was held in Nairobi, Kenya from 2nd to 6th April, 2022 .

**(vii) Caucuses**

Standing Order 259A provides that the

Speaker may, upon the written request of at least ten Members, recognize a parliamentary caucus formed for the purpose of advancing a common legislative objective.

#### (viii) Friendship Groups

The National Assembly has opened channels for bilateral engagements through Parliamentary Friendship Groups (PFGs). These include- Kenya-China, Kenya-Ethiopia, Kenya-France, Kenya-Germany, Kenya-Sudan, Kenya- Rwanda, among others.

#### g) Procedural Developments and Emerging Issues

During the financial year 2021/2022, a number of procedural developments and issues emerged. They include the following –

##### *Exemption of certain Business from lapsing pursuant to the Standing Orders*

In order to mitigate the lapsing of pending business, the Speaker and the House took certain procedural measures.

With Regard to Bills and Petitions, the House passed a Procedural Motion on 2nd December 2021 to save them from lapsing. The House also exempted public petitions from lapsing on account of expiration of sixty (60) days by resolving that counting of days would cease during recess and resume when the House commences sittings in the subsequent Session.

On lapsing of Questions and

Statements at the end of every Session, the Speaker made a Considered Ruling on 2nd December 2021 that Statements pending before committees be carried forward to the subsequent Session but Questions to lapse as per the established practice.

##### *Parliamentary Forum for Committees*

During the period under consideration, the National Assembly held a Parliamentary Forum for committees on September 2021, intended to open up committees to the public and showcase the work of committees.

##### *Launch of the 'Lawmaker' Show on the Parliamentary YouTube Channel*

The Media Relations Department launched the Law Maker series to facilitate the visibility of legislators while demonstrating how their actions have transformed the lives of their electorates. The series which runs every Friday on the Parliament YouTube Channel and on the Parliament of Kenya Facebook page, has so far featured fifteen (15) lawmakers.

##### *History of Parliament of Kenya Project*

Through a Motion passed on the floor of the House on 10th February, 2022, the National Assembly resolved that the Clerk of the National Assembly puts in place and executes appropriate mechanisms to actualize the History of the Parliament of Kenya project.

In order to fulfil the above, the Clerk constituted a Taskforce on the History

of Parliament of Kenya which shall, within the Financial Year 2022/2023, come up with the methodology and subsequently implement the Project.

*Forum between the National Assembly and Judiciary*

An inaugural forum between the Legislature and the Judiciary was held in March, 2022, with the Speaker of the National Assembly and the Chief Justice, present. The meeting was intended to build synergy, foster better working relations and enhance understanding between these two arms of Government.

*Amendments to the Standing Orders*

Towards the end of the Session, amendments were made to the Standing Orders.

In summary, the following notable amendments were made by the

House- increase of the Chairperson's Panel from four (4) to six (6); increase of the period for Committees to consider Bills from the current twenty-one days to thirty days; co-sponsorship of Bills within the House and between the two Houses; reduction of general Membership of Committees to fifteen Members; splitting of the Public Investments Committee into three (3) Committees; and establishment of five (5) additional Departmental Committees.

**2.3 THE DIRECTORATE OF DEPARTMENTAL COMMITTEES**

The Directorate of Departmental Committees plays a significant role in facilitating the realisation of a number of strategic objectives of the Parliamentary Service Commission Strategic Plan of 2019 to 2030.



The Speaker of the 12th Parliament Hon. Justin Muturi, E.G.H., MP, lays a wreath on the casket containing the remains of former Uganda Speaker, the late Hon. Jacob Oulanyah. He's flanked by the Speaker of the National Assembly of the United Republic of Tanzania (right) the Rt. Hon. Dr. Tulia Ackson and the Deputy Speaker of Burundi National Assembly Hon. Sabine Ntakarutimana. The Speaker represented the Republic of Kenya in the national funeral service held in 6th October, 2020.

During the period under review, the Directorate facilitated the Commission in enhancing Strategic Pillar No. I on Effective Representation, Legislation and Oversight with its attendant strategic objectives to improve the process of representation, legislation and oversight as well as strengthening the capacity of Members of Parliament to execute their constitutional mandate. In addition, the Directorate facilitated the realization of Strategic Pillar No. II on Excellence in Service Delivery by strengthening the capacity of staff to facilitate Members in discharging their constitutional duties facilitating the involvement of the public in legislation and oversight through public participation and stakeholder engagement. This contributed to enhanced public trust in the institution of Parliament.

During the period under review, the fifteen (15) Departmental Committees undertook various activities in line with the mandate provided for by Standing Order 216(5). A summary of the activities undertaken by the Committees is as provided below: -

#### **Committees and Legislation**

Article 95(3) of the Constitution mandates the National Assembly to enact legislation. Committees assist the House to conduct in-depth consideration of Bills and Legislative Proposals.

#### **Bills and Legislative Proposals**

During the period under review, Committees considered seventy-eight (78) Bills and tabled fifty two (52) reports on the Bills. The Committees

also considered forty- six Legislative Proposals and submitted twenty three (23) reports on them to the Speaker.

#### **Highlights of some Bills**

- i. The Sustainable Waste management Bill (National Assembly Bill No. 22 of 2021).
- ii. The Wildlife Conservation and Management (Amendment) Bill (Senate Bills No. 30 of 2020).
- iii. The Computer Misuse and Cybercrimes (Amendment) Bill (National Assembly Bill No. 11 of 2021).
- iv. The National Hospital Insurance Fund (Amendment) Bill, 2021 (National Assembly Bill No. 21 of 2021).

#### **Treaties/Protocols/Agreements and Conventions**

During the period under review, the Directorate considered and recommended to the House the approval and ratification of one (1) Convention. Protocols, Agreements and Treaties were also considered for ratification and approval as follows-

- i. The Defence Cooperation Agreement between the Government of Kenya and the Government of the United Kingdom of Great Britain and Northern Ireland by the Committee on Defence and Foreign Relations;
- ii. The International Convention on the Standards of Training, Certification and Watch keeping for Fishing Vessel Personnel, 1995 by Committee on Transport.

### Sessional Papers

Departmental Committees, considered two (2) sessional papers and tabled reports in the House during the period under review as follows:- The Departmental Committee on Environment and Natural Resources considered Sessional Paper No.1 of 2021 on National Water Policy; and The Departmental Committee on Agriculture and Livestock considered Agricultural Policy No. 1 of 2021.

### Oversight and Representation by Committees

In fulfilment of this mandate, Departmental Committees facilitated the consideration of various business.

### Review of the National Government Budget and Related Processes

- a. *Consideration of the Budget Policy Statement (BPS) and Medium-Term Expenditure Framework (MTEF)*  
Section 25 (2) of the Public Finance Management Act, 2012 obligates the Cabinet Secretary for National Treasury to submit the Budget Policy Statement (BPS) to Parliament for approval by 15th February of each year. In this regard, the 2022 BPS was laid on the Table of the House on 30th November, 2021 and committed to relevant Departmental Committees for scrutiny and reporting to the BAC.

In considering the BPS, Committees held consultative meetings with Ministries, Departments and Agencies (MDAs). This culminated into the production of fifteen (15) reports by the respective Committees to the Budget and Appropriations

Committee.

- b. *Consideration of the Budget Estimates for the 2022/2023 FY and Medium-Term Expenditure Framework*

Section 39 of the Public Finance Management Act, 2012 requires the National Assembly to consider the Budget Estimates and Medium-Term Expenditure Framework for all Ministries, Departments and Agencies, and Commissions. In this regard, the Budget Estimates for the FY 2022/2023 were laid on the Table of the House on 7<sup>th</sup> April, 2022 and committed to relevant Departmental Committees for scrutiny and reporting to BAC.

This process culminated into the production of fifteen (15) reports by the respective Committees to the Budget and Appropriations Committee.

- c. *Consideration of the Supplementary Budget Estimates for the FY 2021/2022 and Medium-Term Expenditure Framework*

During the period from July 2021 to June 2022, Departmental Committees reviewed the Supplementary Budget Estimates for the FY 2021/2022 for MDAs and submitted reports containing the recommendations of the Committees for incorporation into the Budget and Appropriations Committee report.

### Vetting of Nominees

Article 132(2) requires the National Assembly to vet and approve nominees to various State offices.

Pursuant to this mandate, Departmental Committees facilitated three (3) vetting sessions in the Sixth Session. There were no approval hearings in the session under review.

*Table 3: Vetting and Approval Hearings*

S/No.	Committee	Subject of Vetting and Approval Hearings
1	Finance and National Planning	<ul style="list-style-type: none"> <li>a. Vetting nominees for appointment as Directors of the Board of Privatisation Commission of Kenya</li> <li>b. Vetting nominees for appointment as directors of the Competition Authority of Kenya</li> <li>c. Recruitment of the National Assembly nominee to serve as member of the Equalization Fund Advisory Board</li> <li>d. Vetting the nominee for appointment as member of the Salaries and Remuneration Commission representing the National Police Service</li> </ul>
2.	Administration and National Security	<ul style="list-style-type: none"> <li>a. Vetting the nominee for appointment as Principal Secretary, State Department for Public Service</li> <li>b. Vetting the nominee for appointment as Chairperson, Public Service Commission</li> </ul>
3.	Justice and Legal Affairs	<ul style="list-style-type: none"> <li>a. Vetting nominees for appointment as members of the Ethics and Anti-Corruption Commission</li> <li>b. Vetting the nominee for appointment as the Chief Justice of the Republic of Kenya and President of the Supreme Court</li> <li>c. Vetting the nominees for appointment as Members of the Independent Electoral and Boundaries Commission</li> </ul>
4.	Education, Research and Technology	Vetting the nominees for appointment as Chairperson and members of the Teachers Service Commission
5.	Communication, Information and Innovation	Vetting the nominee for appointment as Data Protection Commissioner
6.	Defence and Foreign Relations	Vetting of twenty- two (22) nominees for appointment as Ambassadors and High Commissioners/Permanent Representatives
7.	Labour and Social Welfare	Vetting the nominees for appointment as members of the National Gender and Equality Commission

### Committee Inquiries

Departmental Committees conduct inquiries into subjects within their mandate. Committees execute inquiries either at the instigation of the House or on their own volition.

Key inquiries undertaken by Committees during the period under review include-

- i. The Committee on Education and Research undertook an inquiry into the Causes and Remedy of mass failure of students in KCSE, 2021 in Kilifi County;
- ii. The Committee on Labour and Social Welfare undertook an inquiry on the plight of Kenyan migrant workers in the Middle East, particularly in Saudi Arabia;
- iii. The Committee on Communication, Information and Innovation on an inquiry into rampart gaming and betting activities in the broadcast media;
- iv. The Committee on Health conducted

an inquiry into the utilisation of the appropriated funds for the Covid-19 Pandemic to the Ministry of Health in the FY 2019/2020, focusing on the Kenya Medical Supplies Authority (KEMSA);

- v. The Committee on Transport, Public Works and Housing conducted an inquiry into the proposed Kenya Airways (KQ) privately initiated investment proposal to Kenya Airports Authority (KAA).

### Questions and Statements

During the period under review, Departmental Committees considered two hundred and sixty-eight (268) Questions and eighty three (83) Statements. One hundred and seventy-three (173) Questions were processed and responded to before Departmental Committees. Similarly, seventy four (74) responses to requests for Statements by Members were processed to conclusion.



*Media coverage during a fact-finding visit to Homa Bay Pier by the National Assembly Departmental Committee on Administration and National Security.*

## Petitions

Articles 37 and 119 of the Constitution of Kenya provide for the right of citizens to petition Public Authorities including Parliament to consider matters within their jurisdictions. During the period, Departmental Committees considered nineteen (19) Petitions and tabled four (4) reports for consideration by the House.

## Training and Capacity Building of Staff

The Directorate facilitated the realization of Strategic Pillar No. II on Excellence in Service Delivery by strengthening the capacity of staff to facilitate Members in discharging their constitutional duties. Towards this end, thirty (30) officers in the Directorate were trained on various courses in the period under review including Executive leadership programme; and new Leadership Model for Leaders in a rapidly changing World.

## International Conferences, Attachments and Benchmarking Visits

Departmental Committees undertook eight (8) international conferences, attachments and benchmarking visits during the period.

## 2.4 THE DIRECTORATE OF AUDIT, APPROPRIATIONS AND OTHER SELECT COMMITTEES FOR THE FINANCIAL YEAR 2021/2022

The Directorate of Audit, Appropriations and Other Select Committees coordinates the operations and management of fifteen (15) Select Committees of the National Assembly.

The facilitative work of the Directorate focused on two Strategic Pillars in the Parliamentary Service Commission

Strategic plan 2019-2030 namely strategic pillar No.I on Effective Representation, Legislation and Oversight and strategic pillar No.III on Public Trust.

### (a) Business Transacted During the Financial Year

During the year under review, the directorate successfully coordinated the management and operations of Select Committees. The Committees under the directorate managed to achieve the following:-

#### i) Committee sittings

During the Financial Year 2021/2022, the committees held a total of six hundred and eighty-nine (689) sittings.

#### ii) Bills

A total of twelve (12) Bills were considered and concluded. Three (3) by the Committee of National Government, Constituency Development Fund while the Committee on National Cohesion & Equal Opportunity considered two (2) Bills, the Constitution Implementation Oversight Committee considered two (2) bills, while the Budget and Appropriations Committee considered five (5) Bills.

#### (d) Legislative Proposals

During the period under review, fifty two (52) Legislative proposals were considered by the committees; of which forty-four(44) legislative proposals were considered by the Budget and Appropriation Committee, four (4) legislative proposals by the Constitutional Implementation Oversight Committee, three (3)

were considered by the Committee on NG-CDF while one (1) legislative proposal was considered by the Committee on National Cohesion & Equal Opportunity. The resultant Committee reports were submitted to the Speaker.

The directorate was able to facilitate the committees in consideration of the legislative proposals and bills.

**iii) Delegated Legislation/Statutory Instruments**

The Committee on Delegated Legislation considered one hundred and twelve (112) Statutory Instruments during the period under review.

**iv) Committee Inquiries**

During the financial year, two (2) inquiries were undertaken by the Committees.

**(g) Committee Reports**

During the financial year a total of fifty-four (54) reports were tabled in the House that relate to Bills, Inspection visits, foreign visits and Committee inquiries.

**(h) Foreign Study Visits/ Training**

In the period under review, the directorate facilitated the Committees to undertake a total of twenty-six (26) foreign study/ benchmarking visits on diverse dates.

**(i) Stakeholder Engagements**

There were a total of forty-eight (48) stakeholder engagements by the

various Committees on diverse dates and venues outside Parliament.

**(j) Local Inspection Visits**

The Directorate facilitated a total of forty-six (46) local inspection visits. The Special Funds Accounts Committee and the National Cohesion & Equal Opportunity Committees undertook two (2) each, Public Accounts Committee undertook two (2), Committee on Regional Integration undertook three (3) while the Committee on Members Services and Facilities and the Committee of Parliamentary Broadcasting and Library undertook two (2) inspection visits each. The Committee on NG-CDF undertook thirty-three (33) inspection visits in various constituencies across the country.

**(k) Public Hearings**

The Committees in the Directorate undertook a total of eighteen (18) Public hearings on bills as required under Article 118 of the Constitution.

**(l) Parliamentary Statements**

During the period under review a total of five (5) Statements were sought by Members in the House. Three (3) Statements were sought from the Chairperson of the Committee on NGCDF while one (1) Statement was sought from the Chairperson of National Cohesion & Equal Opportunity Committee and one (1) Statement was sought from the Budget and Appropriations Committee.

**(m) Committee Retreats**

The Directorate facilitated the Committees to hold a total of thirty-two (32) retreats on diverse dates. These retreats were held to receive submissions on issues before the Committees, hold consultative meetings with State agencies.

**(n) Directorate Retreats**

During the year under consideration, the Directorate held three (3) retreats to discuss various issues that affected the operations of Committees under its purview, build the capacity of the staff within the directorate as well as plan for the thirteenth Parliament.

**2.5 DIRECTORATE OF LEGAL SERVICES**

The Directorate of Legal Services was established in 2012 by the Parliamentary Service Commission with a view of providing in-House legal services to the National Assembly.

**2.5.1 Role of the Directorate of Legal Services**

The main purpose of DLS is to provide efficient and timely legal and legislative services to the National Assembly. Provision of legal services by the DLS contributes to the realization of the following strategic objectives as set out in the PSC Strategic Plan 2008-2018 (Revised 2012).

The DLS discharges the following functions—

1. Providing legislative drafting services.
2. Providing legal advice on

legislative and other legal matters to the Speaker and other leadership offices.

3. Drafting legislative proposals for the Members and Committees of the National Assembly.
4. Assisting Members and Committees seeking to introduce legislative proposals and Bills.
5. Drafting committee stage amendments to Bills pursuant to Standing Order 133(5) of the National Assembly Standing Orders.
6. Attending the Chamber during Committee of the Whole House and drafting floor amendments.
7. Preparation of vellum copies of Bills for assent by the President pursuant to Article 115 of the Constitution.
8. The Directorate of Legal Services also provides support to the 33 Committees of the National Assembly.

**Departments of the Directorate**

The Directorate of Legal Services is comprised of the following three Departments-

- 1) Legislative Drafting Department
- 2) Committees and Advisory Services Department
- 3) Delegated Legislation and House Compliance Department

## DLS Work Output 2022

In the FY 2021/2022, the DLS processed the following -

ACTIVITY	QUANTITY
Drafting, reviewing and publishing Executive Bills	16
Formulating and Drafting Members Bills	10
Preparation of Vellum Copies	23
Legal Opinions on admissibility of Petitions	178
Drafting Committee Stage amendments	1158
Scrutiny of Statutory Instruments	44
Formulating and Drafting Legal Opinions	228

### 2.5.2 Achievements

The Directorate has achieved several milestones during the year under review. The DLS undertook the following activities:

#### A. Strengthening the Capacity of Members and Committees to Make Laws

During the period under review, the DLS received and processed 10 requests for drafting services from Members of Parliament. The DLS rendered professional legislative drafting support to the Members.

In addition to drafting private Members' Bills, the DLS received and processed 16 Government Bills. The DLS also scrutinized and processed 23 vellum copies of Bills passed by the National Assembly, 7 of which were assented to by the President.

The DLS also processed 178 Petitions and drafted 1158 Committee Stage Amendments for Members and the Committees of the House. The DLS also offered legal advice to the 33 Committees of the House on legal

matters arising in the Committees.

#### B. Strengthening the office of the Speaker and other parliamentary offices

The DLS rendered legal advice to the Speaker of the National Assembly on a number of legal and legislative issues. The DLS also enhanced the performance of the office of the Leader of the Majority Party by preparing legal opinions on proposed government legislative proposals, preparing moving notes for Bills, redrafting Bills from the Office of the Attorney General and fast tracking the publication of Bills that required to be published urgently.

#### C. Strengthening the Office of the Clerk

The DLS strengthened the Office of the Clerk of the National Assembly by rendering legal advice on procedural and substantive issues. The DLS also rendered legal advice to various Departmental Committees.

#### D. Publications by the Directorate

The Directorate developed and

maintained an updated Legislative Proposals Tracker which was uploaded on the Parliamentary Website to ensure the Members are apprised on the status of their legislative proposals.

**E. Training and Professional Development**

The DLS with the support of the Parliamentary Service Commission (PSC) trained legal counsel on legislative drafting. Legal Counsel received continuous professional development courses and also attended relevant conferences.

**F. Milestones of four DLS operational committees for enhanced efficiency and improved effectiveness in service delivery**

During the year under review, DLS benefited from the achievements of four internal committees established in 2015. The Committees are Administration and Finance Committee; Professional Development Committee; Publications Committee; and Wellness Committee.

**G. Parliamentary Pupillage and Internship Programme**

The DLS hosted six pupils under the Parliamentary Pupillage Programme and counselled and mentored two (2) interns.

**2.6 DIRECTORATE OF HANSARD AND AUDIO SERVICES**

The Directorate of Hansard and Audio Services, National Assembly, follows the principles laid down in 1907 by the

House of Commons Select Committee on Parliamentary Debates that defined Hansard Report as follows:

*"It is a full report, in the first person, of all speakers alike, a full report being defined as one which, though not strictly verbatim, is substantially the verbatim report, with repetitions and redundancies omitted and with obvious mistakes corrected, but which on the other hand leaves out nothing that adds to the meaning of the speech or illustrates the argument".*

**Structure of the Directorate**

The Parliamentary Service Commission upgraded the Hansard Department into a directorate headed at PSC Scale 15.

The Directorate as currently constituted has the following seven departments:

- (i) Department of Plenary Services;
- (ii) Department of Committee Services;
- (iii) Department of Publication and Information;
- (iv) Department of Audio and Technical Services;
- (v) Department on Training and Development;
- (vi) Department of Translation and Interpretation;
- (vii) Department of Research and Innovation.

**2.6.1 Duties and Responsibilities**

The duties and responsibilities of the directorate include: Timely

digital recording of committees and plenary sittings, transcription, editing and printing of Hansard Reports; translation of Motions, Questions, Bills, Statements and Notices of Motions from English to Kiswahili and vice versa; distribution of the compiled reports; compilation of indexes to bound volumes of Reports; updating the Hansard Guide (production manual); and provision of technical services in committee rooms and the Chamber.

**STRATEGIC PILLAR I: EFFECTIVE REPRESENTATION, LEGISLATION AND OVERSIGHT**

**Strategic Objective 1: To Improve the Process of Representation, Legislation and Oversight**

During the financial year, a number of activities were undertaken by the directorate.

**House Sittings**

A total 120 Sittings were successfully recorded, transcribed, edited, proofread and copies uploaded onto

[www.parliament.go.ke](http://www.parliament.go.ke) website promptly.

**2.6.2 Activities Undertaken under Strategic Pillars/Strategic Objectives**

The table below shows the breakdown of Sittings per month –

NUMBER OF SITTINGS – 1ST JULY 2021 – 31ST JUNE 2022													
Sittings	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
	6	12	10	10	13	12	2	16	12	8	13	6	120

In line with Article 35 of the Constitution that guarantees the right of access to information, staff attended to 60 requests for Hansard Reports.

A total of 50 copies were indexed and bound volumes submitted to the Printing Press for publishing.

**Committee Sittings**

The following Committees of the National Assembly held a total of 1,371 Sittings which were recorded and are at various stages of transcription:

DEPARTMENTAL COMMITTEES		
1.	Administration & National Security	118
2.	Agriculture & Livestock	86
3.	Communication, Information & Innovation	37

DEPARTMENTAL COMMITTEES		
4.	Defence and Foreign Relations	36
5.	Education and Research	48
6.	Energy	60
7.	Environment and Natural Resources	49
8.	Finance and National Planning	88
9.	Health	82
10.	Justice and Legal Affairs Committee	17
11.	Labour and Social Welfare	42
12.	Lands	52
13.	Sports, Culture and Tourism	35
14.	Trade, Industry and Cooperatives	32
15.	Transport, Public Works & Housing	69
<b>TOTAL</b>		851
FINANCIAL, AUDIT & MONEY RELATED SELECT COMMITTEES		
1.	Public Accounts Committee	109
2.	Public Investments Committee	125
3.	Special Funds Account Committee	36
4.	Budget and Appropriations Committee	21
5.	Committee on Delegated Legislation	39
6.	Committee on Implementation	22
7.	Committee of Powers and Privileges	12
9.	Committee on Regional Integration	14
10.	National Government Constituencies Development Committee	82
11.	Constitutional Implementation Oversight Committee	17

FINANCIAL, AUDIT & MONEY RELATED SELECT COMMITTEES		
12.	Liaison Committee	NIL
13.	Members Service & Facilities Committee	6
14.	National Cohesion and Equal Opportunity	18
15.	Parliamentary Broadcasting and Library	6
16.	Ad hoc DC Lands & Defence	13
<b>TOTAL</b>		520

Members of staff participated in key committees of Parliament such as the Staff Wellness Committee, Staff Advisory Committee, National Assembly Training Committee and Bunge Sports Club.

**Workshops**

The department held three workshops to review staff performance and plan for the activities to be undertaken during the year.

**STRATEGIC PILLAR II: EXCELLENCE IN SERVICE DELIVERY**

**Strategic Objective 7: To institutionalize performance management systems across the Parliamentary Service**

During the year under review a total of 67 members of staff were appraised and corrective measures taken for underperformance. The balanced scorecard, a strategic management performance metric, was also introduced. With the help of consultants, members of staff created individual balanced score cards which are now awaiting implementation.

**Strategic Objective 8: To Strengthen the Capacity of Staff to Facilitate Members in Discharging their Constitutional Duties in an Effective and Efficient Manner**

During the year under review, a total of 17 officers were trained in various fields including senior management and electronic records management.

**STRATEGIC PILLAR III: PUBLIC TRUST**

**Strategic Objective 12: To Strengthen Parliamentary Diplomacy, Partnerships and Linkages**

Over the years, the Parliament of Kenya has been called upon to offer support services to the Pan African Parliament during its sittings. Arising from such request, two officers provided essential services to the Department of Official Report of the Pan African Parliament.

**STRATEGIC PILLAR IV: EMBRACE AND IMPLEMENT AN E-PARLIAMENT**

**Strategic Objective 15: To Leverage on ICT in all Processes and Operations of Parliament**

During the 2021/2022 Financial Year, staff attended training that had been organized by the Implementation Committee on Digital Presence Solution. The directorate has continued to leverage on ICT in its operations as follows: Transmitting audio recorded segments

digitally to staff working remotely; editing raw drafts digitally; accessing crucial documents from the Chamber through staff email.

## 2.7 THE DIRECTORATE OF SERJEANT-AT-ARMS

The Directorate of Serjeant-at-Arms discharges ceremonial, custodian, administrative, and security functions which include maintaining order during Chamber and Committee sittings, serving of summons, estate management and housekeeping, events management, public education and coordination of maintenance and transport services.

### 2.7.1 Mandate of the Directorate of Serjeant-at-Arms

The Directorate has the following departments that helps in achieving its mandate: -

- I. Estate Management & House Keeping Department
- II. Chamber , Ceremonial Services and Public Education Department
- III. Operations & Support Services Department:

## STRATEGIC PILLARS GUIDING THE SERJEANTS-AT-ARMS

### I. Strategic Pillar One: Effective Representation, Legislation and Oversight

#### Plenary Sittings

During the period under review, the Directorate successfully facilitated plenary sittings including special joint

sittings; one (1) State of the Nation address by the President of the Republic of Kenya; State of the Nation address by visiting head of state H.E Samia Suluhu Hassan, the President of the United Republic of Tanzania; and other delegations by visiting dignitaries.

### II. Strategic Pillar Two: Excellence in Service Delivery

During the period under review, several officers were trained on disaster management at ESAMI and others on Transformative Leadership.

### III. Strategic Pillar Three: Public Trust

#### Facilitation of Foreign and Local Dignitaries

During the period under review, the Directorate facilitated several dignitaries from Heads of state to local delegations on visits to Parliament.

#### Facilitation of Ceremonial Events activities

The Directorate played a critical role in planning, preparation, and coordination of functions and events that were held within and outside the precincts of Parliament. This included official State of the Nation address and major conferences and other official engagements.

The Directorate also facilitated the visiting President from Malawi during the laying of the wreath at the Mausoleum of the founding President of Kenya, the Madaraka day celebrations held on 1st June 2021, Mashujaa day celebrations held on 20th October 2021 in Kirinyaga County and Jamhuri day celebrations held on 12th December 2021 in Nairobi County. Other events include the National

Prayer Breakfast held on 28th May 2021 at the Parliament Square.

**IV. Facilitation of Schools and general groups**

A total of approximately 5000 schools, 5 County Assemblies and 10 organised groups were facilitated during the period under review.

**V. Strategic Pillar Four: Embrace and Implement an E-Parliament**

The Directorate leveraged on Information Technology. This has enabled the enhanced facilities like Computer replacement in Hon. Members offices and also creating a computer zone within the Members Lounge.

**VI. Strategic Pillar Five: Embrace Green Compliant Parliament**

During the period under review, the Directorate facilitated the maintenance of Parliament gardens. The National assembly developed a proposal to create a parliamentary garden. Paperless office was implemented as most of the correspondences within the directorate were done without using printed materials.

**VII. Strategic Pillar Six: Provision of Modern Facilities and Safe Working Environment for Members, Staff and Visitors to Parliament**

During the period under review, the directorate facilitated the removal and relocation of obsolete assets to a warehouse in CPST. Refurbishment of offices and replacement of items was done in liason with Procurement and Maintenance departments. The security of buildings was

administered effectively in coordination with other security agencies.

**VIII. Strategic Pillar Seven: Enhanced and Sustained Financial Resources**

Realignment of Directorate operations were done in line with the Parliamentary Service Commission pillar on sustained financial resources with a purpose of ensuring prudent use of resources as per the work plan and procurement plan.

**ACHIEVEMENTS**

During the period under review, the Directorate -

- a) Planned for a general facility maintenance and renovations of offices in the Main Parliament Buildings, KICC, Continental House, Harambee Plaza, Ukulima Plaza and the National Assembly Speaker's residence.
- b) Facilitated preventive maintenance through the inspection of the fire suppression equipment in all the buildings; ensured that all public areas, committee rooms and parking lots were cleaned and fumigated; ensured both interior and exterior plumbing works were inspected to detect faults and defects;
- c) Facilitated sustainable environment solid waste management:
  - i. Ensured there is a designated site(s) for waste disposal;

**2.8 THE CATERING DEPARTMENT**

The Public Finance Management Act No.18 of 2020 establishes the Parliamentary Catering Fund, Regulations, 2019 vested in, operated and managed

by the Catering Fund Committee. The objective of the Fund is to provide for purchase of catering equipment, management and administration of catering facilities.

The Fund is administered as a special account in the Parliamentary Fund. It is administered by the Clerk of the National Assembly through the Catering Management Fund Committee who assist in the administration of the Fund.

Catering department functions as a members' club where all Members of Parliament are members of the Club and have equal right to food and beverage services within the Catering facilities. Former Members of Parliament and Senior staff of Government be allowed to use the Club as honorary members.

Other bodies allowed to patronize the facilities include East African Legislative Assembly members, Commonwealth Parliamentary Association members, Government Corporate bodies and Media Houses.

The Catering outlets are: -

*Main Parliament Dining room and Committees, New Dining room, Centre for Parliamentary Studies and Training (C.P.S.T.), Protection House (for Committees), Harambee Plaza (for Committees), Continental*

*House Dining room and Committees, County Hall (for Committees), Imani House (for Committees), Kenyatta International Conference Centre (KICC)*

## 2.8.1 Achievements

### Unit Upgrade to a Department

In February 2022, the Parliamentary Service Commission upgraded the Catering Unit to a department headed at PSC Scale 14 and approved a staff establishment for the Department.

### Training

A total of 35 staff were trained on Improving Interpersonal Relationships at Work and Advanced Supervisory Management.

### Internship

In the year 2001, the internship programme was introduced in the Catering Department. Since then, 446 students have been trained in the Catering department.

### Hosting of Functions

In addition to routine services at the dining rooms and committees, the Catering Department hosted parties and receptions for other government bodies. In the Financial Year 2021-2022 these events included -

	Service /Government Body	Activity
1	IEBC	Offered Catering services during the IEBC interviews.
2	Ministry of Finance	Annual Budget Statement Cocktail
3	Office of the President	State of the Nation Address Cocktails
4	Ministry of East African Community	East African Legislative Assembly sittings
5	The Senate	i. Members' Welfare Party ii. House Parties including end of 13th Parliament iii. Sports Day Refreshments
6	National Assembly	i. Members' Welfare party ii. House Parties including end of 13th Parliament iii. Sports Days' Refreshments
7	Parliament Joint Service (PJS)	Service of the launch of Services Scorecards.

**Installation of New Dining Room Stillroom**

The stillroom in the new Dining room was fixed. The other installations are large screen TV's fixed.

Catering Management system with a Procurement, Stores and Point of Sale Management System and staff were trained on the same during this period.

**Catering Management System**  
Catering Department acquired the

Xii). Statement of Financial Performance for the Year Ended 30th June, 2022



The Speaker of the National Assembly in the 12th Parliament the Hon. Justin Muturi, EGH, MP and his Senate Counterpart, the Rt. Hon. Kenneth Lusaka lead the Members of the Parliament Leadership in bidding farewell to the body of the the 3rd President of the Republic of Kenya, the late H.E. Mwai Kibaki, C.G.H., which lay in State in Parliament after his demise on 21st April 2022.

	Note	2021/2022 Annual	2020/2021 Annual
<b>Revenue</b>			
Income Earned	1	82,212,258	26,936,357
Total revenue		82,212,258	26,936,357
<b>Expenses</b>			
Compensation of employees	2	711,205	1,040,000
Use of Goods	3	53,992,730	26,581,609
Provision for depreciation	4	2,263,170	1,806,648
Total expenses		56,967,105	29,428,257
Surplus/Deficit for the Period		25,245,153	(2,491,900)

The Parliamentary Catering Fund financial statements as shown above, the department posted surplus (profit) of Kshs. 25,245,153 for the period.

## 2.9 THE PARLIAMENTARY BUDGET OFFICE

The Parliamentary Budget Office (PBO) provides professional services in respect of budget, finance, and economic information to the committees of Parliament as stipulated in Section 10 of the PFM Act, 2012.

The Office also provides support to the Speakers on money bill determination in line with Article 114 of the Constitution and costing analysis of legislative proposals. For effective discharge of its duties, the PBO is structured into three functional Departments namely:

1. Tax Analysis, Bill Review, and Inter-Fiscal Relations Department;
2. The Expenditure and Sectoral Analysis Department; and
3. Macroeconomic Analysis and Statistics Department.

### Tax Analysis, Bill Review and Inter-Fiscal Relations Department

This result area covers two main activities relating to the processing of draft legislative proposals committed to the Department. During the period under consideration, the Department received a total of 73 draft Bills, of which 49 Bills (67%) were requests for money bill determination while 24 Bills (or 33%) were bills submitted for cost analysis.

### Money Bill Determination

Out of the total 49 draft Bills submitted for determination, 22 Bills (45%) were certified as Money Bills while 27 Bills (55%) were certified as Non-Money Bills. Out of the total 49 draft Bills submitted for determination, 48 draft Bills were processed.

### Costing of Money Bills

The Department received a total of 24 requests to estimate both the financial and economic implications

of such draft Bills. A total of 24 Bills were costed and finalized.

### 2.9.1 Support to Committees of the National Assembly

Key output under oversight committees in National Assembly is provided under each Committee as follows:

#### (a) Public Accounts Committee (PAC)

The Department provided seventy-six (76) analytical reports on various issues in the audit reports relating to financial statements for various MDAs.

#### (b) Public Investment Committee (PIC)

The Department provided twenty-six (26) analytical reports on various issues in the audit reports on the financial statements for various State Corporations.

#### (c) Special Funds Accounts Committee (SFAC)

The Department provided twenty-nine (29) analytical reports on various issues in the audit reports on the financial statements for various funds established by law.

#### (d) National Government – Constituency Development Fund Committee

The Department provided technical support in processing various reports submitted to the select committee. The breakdown of the key outputs

under the Committees are as indicated below:

- i) Technical brief on the budget for National Government Constituency Development Fund (NG - CDF) Board for the FY 2021/22;
- ii) Report on the budget for National Government Constituency Development Fund Board for the FY 2021/22;
- iii) Report on budget implementation and monitoring of key flagship projects/ programs covering the period FY 2020/21; and
- iv) Brief on the status of Exchequer disbursements by the NG - CDF Board to respective constituency account.

### 2.9.2 Support to Committees of the Senate

The Department offered technical support to the fourteen (14) standing committees during the processing of the Budget Policy Statement (BPS) and the oversight committee of the County Public Accounts and Investment Committee (CPAIC).

The breakdown of the key outputs under the various Senate Committees is as indicated below:

- (a) County Public Accounts and Investment Committee (CPAIC)
  - i) Fifty-seven (57) briefs towards the processing of statutory county executive audit reports submitted to the Senate;



The Speaker of the National Assembly in the 12th Parliament, Hon. Justin Muturi (front row Centre) and the Acting Clerk of the National Assembly Ms. Serah Kioko (to the left of the Speaker) pose with Members of the KPJA and Media Relations Officers during the Assembly's annual engagement forum with the Association held at Sarova Whitesands, Mombasa County, in June 2022

- ii) Fifty-five (55) briefs on the County Assembly in respect of legislative processing of statutory county assembly audit reports submitted to the Senate.
- (b) The Senate Standing Committee on Finance and Budget**
  - i) Unpacking and presenting the 2021 and 2022 Budget Policy Statement and the Medium Term Debt Management Strategy Paper;
  - ii) Review and briefing on the Division of Revenue Bill, 2021 and 2022;
  - iii) Review and briefing on the County Allocation of Revenue Bill, 2021 and 2022;
  - iv) Briefing on the County Governments Cash Disbursement Schedule for FY 2020/21 and 2021/22 and the schedules on additional allocations to County Governments Bill FY 2021/22 and 2022/23;
- v) Briefing on the County Budget process;
- vi) Briefing on the efficacy of the Integrated Financial Management Information System (IFMIS);
- vii) Briefing on the vetting of the shortlisted applicants for the Senate nominee to the Equalization Fund Advisory Board;
- viii) Briefing on the County Governments Grants Bill (Senate Bills No.35 of 2021) and subsequently to the mediation committee;
- ix) Clause by Clause Analysis of the Senate County Resource Development Bill, 2021;
- x) Briefing on the current status of County Pending Bills; and

- xi) Briefing on the National Government Guarantee for Laikipia County Government to borrow Kshs. 1.16 Billion.
- (c) **The Senate Committee on Delegated Legislation**
  - i) Analysis of the PFM (Public Investment Management) Regulations, 2022;
  - ii) Analysis of the PFM (Debt ceiling) Regulations, 2022;
  - iii) Analysis of the Central Bank of Kenya (Digital credit providers) Regulations, 2022;
  - iv) Analysis of the PFM (Equalization Fund Administration) Regulations, 2021 and the Controller of Budget Regulations, 2021; and
  - v) Analysis of the Sinking fund Regulations, 2021.

to review the tax and pricing mechanism for petroleum fuels.

**Strategic Objective 2: To strengthen the capacity of Members of Parliament to execute their constitutional mandate**

Contribute towards PBO publications: - The Department contributed towards the publication of Budget Watch for 2021/22 and the medium term through its contribution on "Harnessing Legislative Oversight to Buffer Economic Recovery". The Department also contributed towards the Budget Options for 2022/23 on 'Alternatives for steady growth during the transition'. The Department equally developed various sector expenditure options which were considered during the review of the 2022 Budget Policy Statement and the approval of the 2022/23 Annual Estimates.

Improve the quality of budget analysis: -The Office developed frameworks for guiding expenditure analysis on the BPS 2022 and the Estimates of Revenue and Expenditure.

Analysis and review of the Supplementary Budget I and II of 2021/22.

The Office provided analysis and review of the estimates of revenues and expenditures for the FY 2021/2022 and the Medium Term. Further, the Office provided technical support during the meetings with the MDAs, during the preparation of the reports to the BAC, and during the presentation of the Departmental Committee reports to the BAC.

**THE EXPENDITURE AND SECTORAL ANALYSIS DEPARTMENT**

This section provides a summary of the major activities of the Department in line with the Parliamentary Service Commission Strategic Plan for 2019-2030.

**Strategic Objective 1: To improve the process of Representation, Legislation, and Oversight**

The Office provided an analysis of a total of 10 bills, and 40 statutory instruments and provided regular support to the Delegated Committee of the National Assembly. Some of the notable Statutory Instruments include tax-related regulations including regulations seeking

The Office analysed the Finance Bill 2022 and briefed the Committee on Finance and Planning of the National Assembly.

Preparation of Budget Implementation Oversight (BIO) Briefs: - The Office provided an analytical brief to the 15 Departmental Committees of the National Assembly. The briefs formed the basis of budget oversight for the 2021/22 budget.

Analysis of Quarterly Budget Performance:- At least 15 performance briefs were prepared.

Preparation of Division of Revenue Bill 2021 and Supplementary Appropriation Bills.

**Strategic Objective 8: To strengthen the capacity of staff to facilitate members in discharging their constitutional duties in an effective and efficient manner**

- i. The Office participated in capacity building for county assembly staff on budget documentation.
- ii. During the period, a total of 9 staff were trained on budget documentation.

## **THE PBO MILESTONES OF 2021/22**

Some of the key milestones and salient issues during the period under review include:

1. A total of 73 draft Bills requests were received, of which 49 Bills (67%) were requests for money Bill determination while 24 Bills (or 33%) were Bills submitted for cost analysis.
2. Out of the total 49 draft Bills submitted for determination, 22 Bills (45%) were certified as Money Bills while 27 Bills (55%) were certified as Non-Money Bills. All certified Bills were submitted to Legal Directorate and Table Office for further action.
3. All 24 draft Bills submitted for costing analysis were costed and finalized.
5. The PBO undertook collaborative training, alongside the Centre for Parliamentary Studies and Training (CPST), on budget document analysis, interpretation, and reporting for fiscal analysts. This was a three-week program (virtual learning for two weeks) of twenty-three (23) national fiscal analysts.

**CHAPTER**

# **3**



**REPORT OF  
THE SENATE  
SERVICE FOR THE  
FINANCIAL YEAR  
2021/2022**

### 3.0 THE SPEAKER'S OFFICE

The office of the Speaker is a constitutional office established pursuant to Articles 98(1) (e) and 106(1) (a) of the Constitution.

The Parliamentary Service Commission has provided for a Directorate of the Speaker's office under the Senate Service. The Secretariat is responsible for ensuring effective coordination of support services to the Speaker and other Parliamentary Office holders in the Senate.

The core purpose of the Secretariat is to facilitate the Senate leadership in enhancing inter-linkages with other departments and to also coordinate the other Parliamentary Constitutional offices which include; the offices of the Deputy Speaker, the Leader of Majority, the Leader of Minority, the Whips and the Speaker's Panel.

#### 3.1 Achievements of the Directorate

The Secretariat achieved the following

targets in line with its 2021/2022 work plan;

- a) Strengthening and streamlining the formation of lead teams for the various cadres for ease of coordination and information sharing.
- b) Deepening the utilization of virtual meetings and usage of emails, whatsapp, imessages and other similar mediums of communication for sharing information and for purposes of assignment of duties.
- c) Embracing the e-system of approvals, signing and processing of documents in line with the new norm during the covid-19 pandemic period.
- d) Mainstreaming the interlinkage framework with other directorates for ease of coordination of the activities that are carried out in conjunction with other directorates.



The Speaker of the Senate, Rt Hon Kenneth Lusaka has lauded as 'significant', a consultative meeting between counterpart committees of the Senate and the Council of Governors (CoG).

- e) Investing in centralized scheduling of events and tracking of the movement of all mails and letters received and dispatched in the office of the Speaker.
- f) Continued utilization of the existing daily and monthly event tracker for all upcoming activities.
- g) Facilitation of courtesy calls from the national government, county governments, diplomatic corps, Non-Governmental Organization, private sector and citizenry.
- h) Facilitation of the Speaker and panel members in presiding over Senate proceedings.
- i) Development and implementation of capacity building work plan for staff working in the Speaker's office and the political leadership offices. This included the officers from the Public Communication and Media Relations departments deployed to the Senate.
- j) Implemented the embedment of officers from the Directorate of Finance and Procurement Departments as a means of tapping the synergy in processing requests for travels and procurement of items.
- k) Coordinated the Speaker's engagement with various constitutional offices and institutions including Judiciary, Independent Commissions, Council of Governors and County Assemblies Forums.
- l) The Secretariat facilitated the Speaker and the rest of the Senate leadership in the preparation of travel briefs, talking notes, position papers, presentations, speeches, bilateral briefs coordination of the travels and provision of logistical support in attending regional and international meetings.
- m) The Secretariat coordinated and provided the necessary linkage frameworks for the institutional meetings that the Speaker held and attended.
- n) The Secretariat facilitated fifty-six (56) courtesy calls that were made on the Speaker by Ambassadors, Chairpersons and Commissioners of the independent Constitutional Commissions, representatives of the civil society and the private sector and other citizens.
- o) Staff capacity building and training activities including-
  - a. One Officer was approved to undertake a Masters Degree, Msc in Media, Communications and Development at the London School of Economics and Political Science, UK.
  - b. A number of officers undertook training on Customer care and Communication skills; and Management Skills Programme for Personal Assistants.
  - c. Training of Personal Assistant and Office Assistants on The 21st Century Executive

Assistants for Secretaries and Administrative Assistants; and

- d. Three officers attended a training ILI Legislative Leadership Programme.

During the period under review, the Directorate developed and implemented the following innovative tasks to enhance service delivery:-

**I. Regional and International Conferences, Seminars, Summits and Workshops**

The Secretariat facilitated the Speaker and the rest of the Senate leadership in the preparation of travel briefs, coordination of the travels and provision of logistical support in attending the following regional and international forums.

- i. The Joint Observation Mission of Presidential, Parliamentary and Local Elections in Zambia from 4th to 16th August, 2021
- ii. Study tour to the Whitworth University in Spokane, Washington DC, USA from 12th to 18th September, 2021

**II. Local Conferences, Seminars, Summits, Workshops, Meetings and Visits**

In facilitating the Speaker and the Senate leadership, the Secretariat prepared legislative briefs, travel briefs, county profiles and coordinated the inter-departmental meetings and the overall running of the Speaker’s calendar. The Speaker attended some of the following events locally during the period under review:

- i. Meeting of the Ex-Com CPA at the Senate Chamber on 13th July, 2021

- ii. Half day workshop for all Senators on 15th July, 2021
- iii. Launch of Baringo County Strategic Plan in Baringo County on 30th July, 2021
- iv. Courtesy call by H. E. Meles Alem, Ambassador of Ethiopia at the Speaker’s Office on 19th August, 2021
- v. Chief Guest for the County Gala Awards 2021 at Kempinski Villa Rosao n 20th August, 2021
- vi. Liaison Committee Virtual Meeting with KEPISA on 15th September, 2021
- vii. KPJA courtesy call on 15th September, 2021
- viii. UKAID meeting at the Speaker’s Office on 17th September, 2021
- ix. ICGLR Youth Forum High Level Symposium on Youth, Peace and Security on 21st September, 2021(Virtual).

**III. Institutional Meetings**

The Secretariat coordinated and provided the necessary linkage framework for the institutional meetings that the Speaker chaired and attended:-

- i. **The chairperson’s Panel meetings:** The Speaker chaired the panel meetings every Wednesday when the House was in session.
- ii. **The Senate Business Committee meetings:** The Speaker chaired the weekly meetings of the Senate

Business Committee(SBC) in line with Standing Order 176.

- iii. **Liaison Committee meetings:** The Speaker chaired the meetings of the Liaison Committee in line with the resolution of the House in 2013. A total of six meetings of the Liaison Committee were held during the period under review.
- iv. **Kamukunji meetings:** The Speaker chaired a total of seven Kamkunji meetings held during the period under review.
- v. **Joint Meetings of the Senate and National Assembly**
  - a. **CPA Kenya Branch meetings:** The Speaker attended the meetings of the CPA Executive Committee of the Kenyan Branch as the Co-chair of the committee.
  - b. **The Honours Committee Meetings:** The Speaker attended the meetings of the Honours Committee as the Co-chair of the committee.
  - c. **Meetings with the Speaker of the National Assembly:** The Speaker continued engage with his counterpart in the National Assembly whenever there were issues affecting the two Houses particularly the legislative processes in Parliament.

provision of legislative and procedural support to the Senate through-

- a) Preparation of the Senate Calendar;
- b) Preparation of the Weekly Programme of Senate business;
- c) Preparation and timely circulation of the Senate Order Paper, Notice Paper and Votes and Proceedings;
- d) Marshalling of published Bills, Motions, Statements, Petitions, Committee Reports and Sessional Papers, facilitating their processing by the Senate Plenary and Committee of the Whole as well as updating the legislative Trackers thereon;
- e) Attending to Senate Chamber Duties as Clerks-at-the-Table;
- f) Provision of procedural advice to the Speaker, the Deputy Speaker, other presiding officers and all Senators;
- g) Clerking of the Senate Business Committee, the Procedure and Rules Committee and the Committee of Powers and Privileges;
- h) Safe custody of journals and records of the Senate; and
- i) Overseeing matters relating to inter-parliamentary diplomacy and relations.

### 3.1 DIRECTORATE OF LEGISLATIVE AND PROCEDURAL SERVICES

The Directorate of Legislative and Procedural Services is responsible for the

#### 3.1.1 Legislative and Procedural Matters

Strategic Pillar 1: Effective Representation, Legislation and Oversight and Strategic Objective 1: To improve the process of Legislation, Representation and Oversight

##### (a) Bills

During the Financial Year 2021/2022,



Members of the Senate National Cohesion, Equal Opportunity and Regional Integration Committee on a visit to Migori County Assembly

a total of thirteen (13) Bills were published and introduced in the Senate by way of 1st reading. Together with other legislative proposals introduced earlier, three (3) Bills were assented to, twenty-six (26) Bills were passed and referred to the National Assembly and not concluded, while twenty-two (22) Bills were pending before the Senate by the time the Senate proceeded on Sine Die Recess on 21st June, 2022.

**(b) Motions Introduced and Passed or Negated**

During the period under review, a total of fifty-nine (59) Motions were introduced in the Senate and considered as follows:-

- a) Fifty-one (51) Motions were adopted;
- b) one (1) Motion was negated; and
- c) Seven (7) Motions were pending

before the House and, hence, lapsed.

**(c) Papers Laid**

A total of eight hundred and two (802) papers were laid on the table of the Senate during the period under review. Of this number, seventy-five (75) were Committee reports, seven hundred and twenty-seven (727) were Regulations from Ministries, reports of regional legislative assemblies, and reports of constitutional and independent offices.

The Statement of the Business of the Senate is laid every Thursday or on the last sitting day of the week by the Senate Majority Leader informing the Senate of the business coming before the Senate in the following week.

**(d) Petitions**

Article 119 of the Constitution grants to every person the 'right to

petition Parliament to consider any matter within its authority” including enacting, amending or repealing any legislation.

The matrix below shows the number and status of Petitions for the Financial Year 2021/2022:-

Petitions presented	28
Petitions concluded	17
Petitions pending conclusion by 30th June, 2022	11

Table 2 The breakdown of Petitions

**(e) Communications from the Chair**

Communications are a way for the Chair to give directions, give

Messages from the Senate to the National Assembly	Messages from the National Assembly to the Senate	Messages to/from the President	Messages to/ from County Assemblies	Messages to/ from Governors
44	40	Nil	Nil	Nil

Table 3 Messages to and from the Senate

**(g) Processing and Managing of Statements**

Statement Hour takes place every sitting day, and provides an opportunity for Senators to seek information, clarification or responses to matters of county-wide, inter-county, national, regional or international concern or on a matter of general topical concern.

The Senate Majority Leader or his nominee may issue a statement, every last sitting day of the week, informing the Senate of the Business scheduled to be transacted the following week; and the Majority or Minority Leader may issue a statement relating to

an advisory or make a ruling on a particular matter. Sixty-seven (67) Communications were issued during the Financial Year 2021/2022.

**(f) Messages**

The Senate formally communicates with the National Assembly, the President, County Assemblies and County Governors by way of Messages.

During the period under review there were:-

- 44 Messages from the Senate to the National Assembly; and
- 40 Messages from the National Assembly to the Senate.

their responsibilities in the Senate or the activities of a committee. A Senator may also, during Statements Hour, explain matters of a personal nature. Consequently, during the period under review, there were:-

Fifty-four (54) Statements were made pursuant to Standing order 47(1); one hundred and sixty-one (161) Statements were made pursuant to Standing Order 48(1); nine (9) Statements were issued by Chairpersons of Committees pursuant to Standing Order 51(1)(a); and thirty-six (36) Statements were made under Standing Order 51(1)(b).

Statements under SO 47 (1)	Statements under SO 48 (1)	Statements under SO 51(1)(a) (Chairpersons of Committees)	Statements under SO 51(1)(b)	Statements under SO 53
70	161	9	36	1

Table 4. The breakdown of Statements

**3.1.2 Sitings**

**Strategic Pillar 1: Effective Representation, Legislation and Oversight Strategic Objective 1: To improve the process of Legislation, Representation and Oversight**

The Senate held one hundred and six (106) Sittings during the Financial Year 2021/2022, out of which ninety-four (94) were ordinary, eleven (11) were Special and one (1) was a Joint Sitting. On 30th November, 2021, His Excellency Uhuru Kenyatta, CGH, President of the Republic of Kenya addressed a Joint Sitting of the National Assembly and the Senate, to deliver the State of the Nation address in fulfilment of Articles 132 (1) (c) and 240 (7) of the Constitution.

**(h) House Keeping Committees**

**Strategic Pillar 1: Effective Representation, Legislation and Oversight and Strategic Objective 1: To improve the process of Legislation, Representation and Oversight**

The House Keeping Committees comprised the following:-

- i) The Senate Business Committee
- ii) The Powers and Privileges Committee
- iii) The Procedure and Rules Committee

The Committee held three (3) meetings during the period under review. On Thursday 16th June, 2022 the House adopted the report of the Procedure and Rules Committee to amend the Senate Standing Orders in anticipation of the 13th Parliament.

**Sub-Committee of the Procedure and Rules Committee (Speaker’s Panel)**

The Speaker’s Panel is established pursuant to Standing Order 17 and is mandated to moderate the plenary sessions of the House and preside in Committee of the Whole House.

During the financial year under review, the Speaker’s Panel held a total of four (4) sittings.

**3.1.3 Activities of International Desks**

**Strategic Pillar 3: Public Trust and Strategic Objective 12: To strengthen parliamentary diplomacy, partnerships and linkages**

**Commonwealth Parliamentary Association**

The Commonwealth Parliamentary Association (CPA) brings Parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify good practices and new policy options which they can adopt or adapt in the governance of their societies.

During the financial year 2021/2022, the following events took place-

- a) The 80th Executive Committee Meeting of the CPA Africa Region from 12th to 18th July, 2021, held at the Serena Hotel, Nairobi.
- b) Visit to the Parliament of Ghana by the Executive Committee Members of the Commonwealth Parliamentary Association (CPA) Kenya Branch, from 13th to 18th September, 2021.
- c) The 51st CPA Africa Regional Conference and Annual General Meeting, 8th to 13th November, 2021
- d) The Commonwealth Parliamentary Association (CPA) BIMR Jersey Election Observation Mission, June 2022.
- e) The 52nd CPA Africa Regional Conference and Annual General Meeting, June 03-09, 2022 Freetown, Sierra Leone.

**The Inter-Parliamentary Union (IPU)**

The IPU is the focal point for world-wide parliamentary dialogue and works for peace and co-operation and for the firm establishment of representative democracy.

During the period under review, the Senate participated in the following meetings of the IPU:-

- a) The 143rd Assembly of the IPU in Madrid, Spain, from 26th to 30th November, 2021. The General Debate provided a platform for delegates to seek to galvanize parliamentary action to uphold and promote democracy.

- b) Pre-COP26 Parliamentary Meeting, COP brings together leaders from across the globe to advance climate action and to promote implementation of the Paris Agreement on climate change. The IPU and the Italian Parliament organized a Pre-COP26 Parliamentary Meeting in Rome, Italy from 8th -9th October 2021 as part of a series of pre-COP26 events. The meeting would be followed by the Parliamentary Meeting at COP26 in Glasgow, co-organized with the British Group of the IPU on 7 November 2021.
- c) The Fifth World Conference of Speakers of Parliaments from 7th – 8th September, 2021.
- d) Virtual Cop26 Africa Parliamentary Round-table, 14th September, 2021. On the occasion of the 26th meeting of the parties, the Inter-Parliamentary Union (IPU) organized a series of climate change meetings.

The Africa Parliamentary Round-table meeting co-organized with the British Group of the Inter-Parliamentary Union (BGIPU) was one of such meetings which was held virtually.

- e) The First Global Parliamentary Summit on Countering Terrorism held on 9th September, 2021 in Vienna, Austria

The Summit gave an opportunity to parliamentarians to identify lasting solutions and make a contribution to global efforts in counter-terrorism

- and the prevention of violent extremism.
- f) The Asian Population and Development Association (APDA), the secretariat of the Japan Parliamentarians Federation for Population (JFPF), hosted by the Parliament of the Republic of Uganda, Ugandan Parliamentarians' Forum on Food Security, Population & Development (UPFFSP&D) invited Senators to a follow-up Meeting on International Conference on Population and Development (ICPD), or ICPD25 Commitments in Kampala, Uganda. The meeting was held on 17th to 19th August 2021.
- b) Other activities of the PAP during the Financial Year include: –
- i) A Delegation from the Parliament of Zimbabwe visited the Senate on 9th November, 2021 to request Kenya to support a bid by Hon. Chief Fortune Charumbira for the Presidency of the Pan-African Parliament; and
  - ii) A visit by a technical team from the PAP consisting of the Clerk and 3 other officers regarding the status of ratification, by Kenya, of the African Union (AU) legal instruments that promote human rights and good governance, held on 8th and 9th November, 2021.

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

The Pan-African Parliament (PAP) is the legislative body of the African Union, and held its inaugural session on 18 March 2004.

Below are the activities of Pan African Parliament during the period under review:-

- a) The Fourth Ordinary Session of the Fifth Pan-African Parliament took place from 27th June to 2nd July, 2022 at the Gallagher Convention Centre, Midrand, South Africa. The session considered and adopted the programmes of the permanent committees and caucuses for the year 2022 and also saw the swearing-in of new Members of the PAP from twenty-eight (28) countries.

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

The Forum of Parliaments of Member States of the International Conference on the Great Lakes Region (FP-ICGLR) brings together the National Parliaments of the twelve ICGLR Member States, with a view to incorporating a parliamentary dimension in addressing the root causes of conflicts, as well as constraints to development, in the Great Lakes region.

During the financial year 2021/2022, Kenya participated in the following FP-ICGLR events:-

Meeting	Dates
23rd Statutory Meeting of the Executive Committee and the 4th Meeting of the Ad Hoc Committee on Finance of FP-ICGLR	28th to 30th Sept, 2021
Fourth statutory meeting of the committee on economic development, regional integration, and natural resources of FP-ICGLR (second part)	26th Aug, 2021
The 12th Ordinary Session of the Plenary Assembly of the Forum	2nd to 6th April, 2022, at the Serena Hotel, Nairobi

**The Organization of African Caribbean Pacific and European Union Joint Parliamentary Assembly**

The Organization of African Caribbean Pacific (OACP) and European Union (EU) Joint Parliamentary Assembly was created out of a common desire to bring together the elected representatives of the European Community - and the elected representatives of the African, Caribbean and Pacific states that have signed the Cotonou Agreement.

The Senate participated in the 60th Session of the OACPS Parliamentary Assembly and the 41st Session of the OACPS-EU Joint Parliamentary Assembly that was held in Strasbourg, France from 29th March to 4th April, 2022.

**3.1.4 Directorate Capacity Building Forums**

**Strategic Pillar 2: Excellence in service delivery and Strategic Objective 8: To strengthen the capacity of staff to facilitate members in discharging their Constitutional mandate in an effective and efficient manner.**

During the period under review, the Directorate held workshops as outlined below: -

- a) Retreat to review the Senate Standing Orders on 1st October, 2021 at the Trademark Hotel in Kiambu County.

- b) A retreat in April, 2022 to review the performance of the Directorate in the Fifth Session as well as to review draft publications on various aspects in the Senate.

**3.1.5 Staff Training**

**Strategic Pillar 2: excellence in service delivery and Strategic Objective 8: To strengthen the capacity of staff to facilitate members in discharging their Constitutional mandate in an effective and efficient manner.**

A total of nine (9) officers of the Directorate were trained during the period under review.

**3.1.6 Visiting Delegations**

**Strategic Pillar 3: Public Trust and Strategic Objective 11: To enhance the involvement of the Public in Legislation and Oversight**

During the Financial Year 2021/2022, twenty-five (25) delegations visited the Senate. These delegations included county assembly visits to the Senate for bench-marking and capacity building, various schools in Kenya, a delegation from the Embassy of China in Kenya, the Kenya Prisons Service, the Malawi Parliamentary Service Commission and students from the Edmund A. Walsh School of Foreign Service at Georgetown University, United States of America.

### Successes

The Directorate recorded the following successes during the period under review-

- i.) The Directorate continued to make use of virtual/hybrid plenary and Committee sittings necessitated by the pandemic;
- ii.) Translation of the Standing Orders to Kiswahili;
- iii.) Facilitated Senators to effectively participate in parliamentary diplomacy through the respective inter-parliamentary desks;
- iv.) Continued to digitize all print documents in the Journals office;
- v.) Developed an e-integrated management system on Petitions.

### 3.2 DIRECTORATE OF COMMITTEE SERVICES

The provisions of Article 124 of the Constitution allow each House of Parliament to establish Committees and make Standing Orders for the orderly conduct of proceedings at the sittings of both the Plenary and the Committees. The Senate as well as the National Assembly are facilitated in conducting their work by the Parliamentary Service Commission.

The Directorate of Committee Services is established by the Commission to oversee, coordinate, administer and facilitate the operations of Committees of the Senate. The Directorate oversees and coordinates fourteen (14) Standing

Committees, two (2) Sessional Committees and four (4) House Keeping Committees. Adhoc and Special Committees may be established by a Resolution of the Senate from time to time.

Committees of the Senate operate pursuant to the provisions of the Constitution, the Standing Orders, enabling Acts, Resolutions of the House established Conventions, Traditions and Practices.

The Parliamentary Service Commission (PSC) Strategic Plan (2019-2030) identifies several Strategic Pillars and objectives that form the focus of service delivery in Parliament. To this end, the Directorate undertook various activities and events geared towards the attainment of outcomes under the Strategic Pillars.

#### 3.2.1 Achievements of Outcomes of PSC Strategic Plan (2019-2030)

##### Strategic Pillar I: Effective Representation, Legislation and Oversight

The pillar focuses on effectiveness of Members of Parliament in their constitutional mandate. The strategic objectives under this pillar seek to strengthen Devolution, devolved units and constituency offices.

The strategic objectives achieved under the pillar are-

**Strategic Objective 1: To improve the process of Representation, Legislation and Oversight.**

**Major Activities and Achievements of the Directorate During the FY 2021/22**

Towards improving the process of representation and oversight, the Directorate facilitated legislative proposals, subsidiary legislations, conducting public participation on Bills rendering Procedural and legal advice on bills and processing Motions, Statements, Petitions and preparing reports and Minutes of committee proceedings.

In the year under review, the Directorate facilitated Committees to consider and prosecute 176 Statements, 55 Bills, 18 Regulations, 74 Petitions, attend and participate in 56 Workshops /retreats, undertook 29 county/inspection visits and facilitated tabling of 177 reports in the Senate.

A detailed report on the various legislative business transacted by the Senate committees during the FY 2021/22 is provided below;-

**(a) Meetings held**

All Senate committees held a total of eight hundred and ninety-seven (897) meetings. The Sessional Committee on County Public Accounts and Investments (CPAIC) and the Standing Committee on Health held the highest number of meetings at one hundred and twenty-eight (128) and one hundred and ten (110) respectively.

**(b) Legislative Proposals and Bills**

A total of fifty-five (55) Bills and nineteen (19) subsidiary legislations were considered by Bills that were not concluded within the period under review will form priority business for Committees in the 13th Parliament.

The Senate Standing Committee on Justice, Legal Affairs and Human Rights considered the highest number of Bills at thirteen (13).

**(c) Statements**

In the period under review, Committees of the Senate considered a total of one hundred and seventy-six (176) Statements. The Senate Standing Committee on Health and the Standing Committee on Labour and Social Welfare had the highest number of Statements at twenty-eight (28) and twenty-five (25) respectively.

**(d) Petitions**

Seventy four (74) Petitions were considered by Committees. The Standing Committee on Land, Environment and Natural Resources had the highest number of Petitions.

**(e) Motions**

A total of thirteen (13) Motions to adopt reports were tabled in the House. The House resolutions from the recommendations in the various reports adopted by the Senate were followed up for action and implementation by government ministries and state agencies.

**(f) County Visits**

A total of twenty-nine (29) Counties were visited by the Committees as part of county network engagements.

**(g) Study Visits and International Seminars**

A total of twenty-five (25) study visits and parliamentary diplomacy engagements were conducted during this period.

**(h) Reports**

A total of one hundred and seventy-seven (177) reports were tabled.

**Strategic Objective 2: To strengthen the capacity of Members of Parliament to execute their constitutional mandate.**

All Committees were facilitated to undertake training in an effort to build the capacity of Senators who undertook learning visits in various international jurisdictions.

**Strategic Objective 3: To strengthen devolution and devolved units and constituency offices.**

Committees undertook twenty-nine (29) county visits. These engagements served to build the capacity of county government entities and protection of counties and their governments through oversight.

**Strategic objective 4: To mainstream monitoring and evaluation of legislation and oversight.**

Committees undertook inspection visits on various matters and conducted twenty-six (26) inquiries into various issues affecting citizens. The Sessional Committee on County Public Accounts

and Investments undertook the highest number of inquiries at twenty (20) and tabled reports in the Senate

**Strategic Objective 5: To strengthen knowledge and evidence based decision making in the Legislature.**

The Directorate facilitated Senators by preparing and presenting one hundred and twenty (120) papers and briefs on technical, legal and procedural advice to Committees.

**Strategic Pillar II: Excellence in Service Delivery**

This pillar on excellence in service delivery calls for the streamlining of the interactions between staff of Parliament and Members of Parliament thereby enhancing the value of services the staff provide to Members.

The strategic objectives achieved under the pillar are-

**Strategic Objective 7: To institutionalize performance management systems across the Parliamentary Service**

The Directorate undertakes performance appraisal for its staff. This was done by agreeing on targets for achievement at the onset of the Session which was then followed by continuous supervision of officers by senior officers for review of performance achievement and targets.

The Directorate adopted a new performance measurement tool-the Balanced Score card where officers were sensitized on the specific areas of assessments and targets agreed on.



the Senate Committee on Labour and Social Welfare embarked on County Visits in the Rift & Nyanza. Senators led by chair Sen Sakaja Johnson, Kericho Governor, Prof. Paul Chepkwony at the County Government Headquarters before presiding over a meeting in Kericho County Assembly

**Strategic Objective 8: To strengthen the capacity of staff to facilitate members in discharging their constitutional duties in an effective and efficient manner**

Three officers undertook training courses in different areas of performance improvement. Facilitation of more training sessions for officers was hampered by inadequate budgetary allocation.

**Strategic Pillar III: Public Trust**

This pillar is key to the actualization of Article 118 of the Constitution on public participation in parliamentary processes.

The strategic objectives achieved under the pillar are-

**Strategic Objective 11: To enhance the involvement of the public in legislation and oversight**

The Directorate facilitated sixty (60) public hearings through public engagement on bills and Petitions. The Committees engaged the public during

county visits and during the conduct of various inquiries that required public input where petitioners were engaged.

**Strategic Objective 12: To strengthen parliamentary diplomacy, partnerships and linkages**

Parliamentary Diplomacy was achieved through various international conferences and benchmarking engagements in the international arena.

**Strategic Pillar IV: Embrace And Implement An E-Parliament**

This Strategic pillar facilitates Parliament of Kenya in its quest to transform to a paperless Parliament by 2030. The objectives under the pillar therefore seek to enhance automation and digitization of all systems and processes core to the operations of Parliament.

The strategic objectives achieved under the pillar are-

**Strategic Objective 14: To enhance automation of all systems and processes core to operations of Parliament for efficient service delivery**

The Directorate has adopted a paperless process of approval of requests, signing and conveyance of correspondence through online and soft copy processing.

**Strategic Objective 15: To leverage on ICT in all processes and operations of Parliament**

The Directorate continued with innovative ways of transacting Committee business. The following information technology processes were adopted in operations which made work efficient-

1. Holding of Committee sittings virtually;
2. Filling Committees Sitting Schedule online;
3. Approval of expenditure requests online by Authority to Incur Expenditure (AIE) holders;
4. Updating of pending legislative business on Google Docs;
5. Updating Committee budgets and expenditure status online;
6. Sharing of documents with Senators and Secretariat via cloud-based Platforms/drives; and
7. Consideration and approval of correspondence in soft copy.

**3.3 DIRECTORATE OF LEGAL SERVICES**

The Directorate of Legal Services in the Senate was established in October, 2012.

**Role of the Directorate**

The Directorate is charged with the responsibility of handling all legal matters arising in the Senate. The key functions of the Directorate, in line with the Parliamentary Service Commission's Strategic Plan 2019 - 2030 are as follows

- (a) Drafting Bills;
- (b) Advising Committees and Senators on Bills before the Senate;
- (c) Drafting proposed amendments to Bills before the Senate;
- (d) Serving as Speaker's Counsel;
- (e) Serving as Legal Counsel to Senate Committees;
- (f) Providing legal opinions to the Speaker, the Parliamentary Service Commission, the Clerk of the Senate, the Senate Board of Management and Directorates and Departments of the Senate;
- (g) Drafting Rulings and Communications from the Chair for the Speaker of the Senate;
- (h) Carrying out legal research on assorted legal and procedural matters;
- (i) Advising on legal issues that may arise in the course of the proceedings in the Plenary of the Senate; and
- (j) Preparation of Vellum copies of Bills originating in the Senate prior to transmission to the National Assembly or to the President for assent.



The Special Committee on the Removal from Office, by impeachment, of the Governor of Kirinyaga County chaired by Sen Cleophas Malalah

### 3.3.1 PSC Strategic Pillars and Objectives

The Activities undertaken by the Directorate in the financial year under review were in fulfilment of the following strategic Pillars of the PSC Strategic Plan 2019-2030.

- (1) Pillar I: Effective Representation, Legislation and Oversight
- (2) Pillar II: Excellence in service delivery
- (3) Pillar III: Public Trust.

### 3.3.2 Activities Undertaken in the Financial Year 2021/2022

During the financial year under review, the Directorate undertook the following activities-

#### (1) Bills

The Directorate drafted a number of legislative proposals for introduction in the Senate. Fourteen (14) of the drafted legislative proposals were published

as Bills and were at various stages of consideration in the Senate and in the National Assembly at the end of the Twelfth Parliament and therefore lapsed.

#### (2) Advisory Services

The Directorate provided advisory services to the Speaker of the Senate, the Commission, the Clerk of the Senate, Committees of the Senate and Directorates of the Senate. Advisory services during the year included-

- (a) Legal opinion on 32 summons to various public officers;
- (b) 12 Bill digests;
- (c) 3 moving notes;
- (d) 13 concurrence letters;
- (e) 6 public participation matrices;
- (f) 30 briefs on published statutory instruments;
- (g) 14 briefs on draft statutory instruments;

- (h) 2 briefs on processing of Bills in the Senate;
- (i) 2 briefs on fining and arresting public officers;
- (j) A brief on procurement of external counsel; and
- (k) A Brief on court matters affecting the mandate of the Senate.

### (3) Directorate Planning Retreats

The Directorate held two planning retreats from 7th to 11th October, 2021 in Mombasa County and from 19th to 23rd April, 2022 in Kiambu County. During the retreats, the directorate was able to review and assess its activities during the previous year. The Directorate also considered the balance score cards and undertook its team building programme sessions during the retreats.

### (4) The Africa Colloquium of Legal Counsel to Parliaments

The Directorate continues to take the lead in the preparations for the Africa Colloquium of Legal Counsel to Parliaments which is held biennially. In preparation for the 6th Africa Colloquium of Legal Counsel to Parliaments, which is proposed to be held in Zanzibar from 1st to 3rd November, 2022, the Directorate hosted three physical and four virtual Council meetings held on 5th January, 2022, 24th February 2022, 3rd, 9th and 10th March, 2022, 20th April, 2022.

### (5) 4th Annual Conference of Legal Counsel Serving in Legislatures in Kenya

The Directorate continues to take a lead in the preparation for the 4th Conference of Legal Counsel which was scheduled

to take place in June, 2022. However due to time and budgetary constraints, the Directorate was not able to host the said Conference.

### (6) Committee Services

During the year, the Directorate assigned Legal Counsel to serve in all Committees of the Senate. Counsel provided legal services to all Committees ranging from drafting of Bills, drafting committee stage amendments to Bills, rendering legal advice to the Committees, assisting during inquiries and investigations before the Committees.

### (7) Pupillage

In accordance with the Pupillage Policy adopted by the Parliamentary Service Commission, the Directorate, in conjunction with the Directorates of Legal Services in the National Assembly and in the Parliamentary Joint Services, hosted thirteen Pupils (students at the Kenya School of Law undertaking their Pupillage Programme) between October, 2021 and March, 2022.

### (8) Trainings

In November to December, 2021, Senior Legal Counsel attended a training in Senior Management and in April, 2022 and one Legal Counsel I attended a training in Procurement Framework for Project Staff.

### (9) Internship and attachment

The Directorate hosted interns from May to October, 2021. The Directorate further hosted attachees from September to October, 2021.

**(10) Continuing Legal Education**

All Counsel in the Directorate undertook their continuing professional development in line with the requirements by the Law Society of Kenya and the East Africa Law Society as part of continuing legal education.

**(11) The Seventh Annual Devolution Conference 2021**

The 7th Annual Devolution Conference 2021 was held at Makueni Boys High School, Makueni County from 23rd to 26th November, 2021. Officers serving in the Directorate participated in the event.

**(12) Service on Administrative Committees**

(1) Officers of the Directorate have served as part of the membership of the following Administrative Committees –

- (a) The Senate Board of Management;
- (b) The Disciplinary Committee;
- (c) The Senate Training Committee;
- (d) The Senate Wellness Committee; and
- (e) The Medical Scheme Implementation Committee.

(2) Counsel also served in various other administrative committees constituted to carry out various objectives including the longlisting, shortlisting and interview panels for pupillage, externally advertised positions and the Taskforce on the Review of the Senate Standing Orders.

**4.0 DIRECTORATE OF HANSARD AND AUDIO SERVICES**

This report covers activities and programs of the Directorate of Hansard and Audio Services during the Financial Year commencing 1st July, 2021 to 30th June, 2022.

**Role and Mandate of the Directorate**

The roles and functions of the Directorate are guided by Senate Standing Order No.237 which states that there shall be published within forty-eight hours, a verbatim report of all proceedings of the Senate, unless the Speaker is satisfied that this is rendered impossible by some emergency.

The Directorate plays a role in facilitating Senate plenary and committees by ensuring the following-

- (a) Production of accurate and timely reports of the proceedings of the Senate and its committees in the form of the Daily Hansard, Weekly Hansard, Bound Volumes and uploading the same on the parliamentary website;
- (b) The Audio Recording & Technical Services Department records digital audio records of Senate plenary proceedings, committee sittings, special sittings as well as public hearings conducted by the Senate;
- (c) Dissemination of audio, plenary and committee reports to Senators, internal and external clients;
- (d) Archiving of digital records, plenary and committee reports for retrieval, reference and posterity;and

(e) Translation and Interpretation Services.

**Current Structure of the Directorate of Hansard & Audio Services**

The Directorate consists of the following Departments and Units-

- A. Plenary Services Department
  - (i) Editorial Services (Plenary)
  - (ii) Translation, Interpretation & Sign Language
  - (iii) Post Production Services
- B. Committee Services Department
  - (i) Editorial Services (Committees)
  - (ii) Audio Recording & Technical Services
  - (iii) Publications & Research

**4.1 Major Activities Under the Strategic Pillars/Objectives**

During the year under review, the Directorate undertook the following activities under the PSC Strategic Pillars and objectives -

**Strategic Pillar I – Effective Representation, Legislation & Oversight**

**Strategic Objective 1 – Improve the process of representation, legislation and oversight**

The Directorate recorded, transcribed, edited and proofread 105 plenary sittings, which were promptly posted on the parliamentary website, indexed and submitted to the Printer for publishing.

The Directorate also produced verbatim transcripts of the following committees -

S.No	Name of Committee	Number of Sittings Transcribed
1.	County Public Accounts and Investments Committee	86
2.	Committee on Justice, Legal Affairs and Human Rights	4
3.	Committee on Information and Technology	3
4.	Committee on Energy	3
5.	Committee on Roads and Transportation	1
6.	Committee on Labour and Social Welfare	1
<b>TOTAL</b>		<b>98</b>

The Audio Recording and Technical Services Department recorded a total of 1,001 sittings of various committees.

**Strategic Objective 8: To strengthen the capacity of staff to facilitate members in discharging their constitutional duties in an effective and efficient manner**

**11.11 Training and Workshops**

On capacity building, the staff of the Directorate attended international training. Two officers were trained in Transformative Leadership; two officers attended a course on Leadership, Good Governance and Financial Management and another two officers were trained in Management Skills in Public Service.

The Directorate held two workshops; a capacity building workshop in October, 2021 and an annual planning workshop in March, 2022. The purpose of this workshop was to audit the performance of the Directorate in the 2021 Session and plan for the 2022 Session.

Staff of the Directorate actively participated in the Senate Training Committee, Senate Staff Wellness Committee and other administrative committees of the Senate.

### **Strategic Pillar III: Public Trust**

#### **Strategic Objective 12: To strengthen parliamentary diplomacy, partnerships and linkages**

The Hansard Editor is a member of the Commonwealth Hansard Editors Association (CHEA-International) and the current President of the Commonwealth Hansard Editors Association (CHEA-Africa Region) whose objective is to provide a forum for exchange of ideas and information among editors so that they can offer better services to their Parliaments.

During the period under review, the Hansard Editor participated in a number of virtual meetings where she presided over the CHEA-AR Executive Committee Meeting.

Officers of the Directorate participated in programmes designed to build the capacity of officers from County Assemblies in fulfillment of the constitutional mandate of the Senate to deepen and strengthen devolution and its key institutions.

### **Strategic Pillar IV: Embrace and Implement an E-Parliament**

#### **Strategic Objective 15: To leverage on ICT in all Processes and Operations of Parliament**

On Strategic Objective 15, the Directorate

continued to leverage on the use of ICT in its operations by ensuring the following-

- (1) Held staff meetings virtually;
- (2) Transmitted audio recorded segments digitally to staff;
- (3) Uploaded concluded reports promptly on the Parliament website; and
- (4) Disseminated requests to internal and external clients in soft copy form.

### **5.0 DIRECTORATE OF SERJEANT-AT-ARMS**

The Directorate of Serjeant-at-Arms comprises three (3) departments namely; Chamber and Public Education; Operation, Liaison, and Events Management; and Estate Management and Support Services. Other roles include public education, housekeeping, coordination of maintenance services, and transport services.

#### **Mandate of the Directorate of Serjeant-At-Arms**

The SAA undertakes various roles and responsibilities some of which include:

- a) Executing the rules and orders of the Speaker and the House;
- b) Arranging and coordinating ceremonial functions;
- c) Attending to Chamber when the House is sitting;
- d) Coordinating the visits of dignitaries and delegations;
- e) Assisting in the provision of educational and tour programmes;

- f) Accreditation for purposes of security passes issuance;
- g) Overseeing Chamber, Committee, and building security;
- h) Facilitating Members during Committee sittings and visits;
- i) Coordinating with the Inspector General and Administration Police Services for the provision of VIP protection for Members;

The Directorate is divided into 3 Departments as follows:

- a) Chamber and Public Education  
The Department is mandated to perform the following duties and responsibilities:
  - i) Overseeing Chamber, Committee and building security.
- b) Department of Operations, Liaison and Event Management  
The Department is mandated to perform the following duties and responsibilities:
  - i) Deliver summons, warrants of arrests, and petitions to Members, Senators, and Governors as directed by the Speaker and committee orders; and
  - ii) Ensure compliance with occupational safety and health requirements.
- c) Department of Estate Management and Support Services

## 5.1 Activities Undertaken During The Period Under Review

### **Strategic Pillar I: Effective Representation, Legislation, and Oversight**

The SAA staff carried out Chamber duties in line with the Senate calendar, during the period under review. The Senate successfully held eighty-two (82) plenary sittings and two (2) Special Joint Sittings.

Under the strategic pillar on Effective Representation, Legislation, and Oversight, the SAA officers ensured that all summons issued were served on a timely basis to ensure that witnesses appeared before the Senate Committees as required. To this end, a total of 35 summons were processed, delivered, and duly served during the period.

Additionally, the Committees were effectively facilitated to perform their legislative, representative and oversight mandate through the provision of ideal meeting venues, logistical support, security, and transport services as necessary. The SAA officers accompanied Members during county visits or retreats to coordinate all logistics pertaining to security and transport services. Consequently, a total of 300 Committee meetings and retreats were successfully facilitated during the period.

During this period, Members were facilitated with new office equipment and replacement of signage.

### Strategic Pillar II: Excellence in Service delivery

During the year under review, the directorate participated in several performance management training for the upper and middle-level cadre. All the staffers on PSC Scale 8 and above were trained and signed their Balance Score Cards.

The directorate facilitated training of sixteen (16) officers on Disaster Management at the Eastern and Southern African Management Institute (ESAMI) in Kampala, Uganda, and two (2) officers on Transformative Leadership in Dubai, United Arab Emirates. In addition, the directorate also organized two (2) directorate retreats/workshops which were held in Naivasha and one in Mombasa to evaluate performance to enhance service delivery.

### Strategic Pillar III: Public Trust

During the period under review, the directorate facilitated several events and other official engagements by the Senate leadership and Members including:

- a) Laying of wreath at the mausoleum of the founding President of Kenya by the President of the Republic of Malawi during his state visit in October 2021;
- b) Madaraka Day celebrations held on 1st June 2021 in Kisumu County; Mashujaa Day celebrations held on 20th October 2021 in Kirinyaga County; and Jamhuri Day celebrations held on 12th December 2021 in Nairobi County;
- c) National Prayer Breakfast held in May 2021 at Parliament Square;

- d) Senate Committees county visits to various parts of the country for public participation and also in performing their oversight role;
- e) Devolution Conference held in Makeni County; and
- f) Hosting of foreign and local delegations for bench-marking purposes, educational tours, attachments, and courtesy calls.

### Strategic Pillar IV: Embrace and Implement an E-Parliament

During the period under review, the directorate leveraged ICT in undertaking processes and operations. The directorate fully adopted a paperless approach for correspondence and weekly, quarterly and monthly reporting. The directorate also facilitated the replacement of old computers in Senators' offices to enhance provision of internet services.

### Strategic Pillar V: Embrace Green Compliant Parliament

During the period under review, the directorate continuously improved the Parliament gardens by facilitating the installation of underground pipes fitted with sprinklers for maintenance of a green environment.

### Strategic Pillar VI: Provision of Modern Facilities and Secure Working Environment for Members and Staff of Parliament

The Directorate facilitated the removal and relocation of obsolete items and furniture from offices/spaces under the jurisdiction of the Senate to the CPST stores.



The Speaker of the Senate, Rt Hon Kenneth Lusaka met the new Chinese Ambassador to Kenya, HE Amb Wu Peng who called on him at Parliament Buildings.

There was refurbishment of six (6) Senators’ offices located at the KICC building; Red Cross building and KDF residence situated at the new wing of the main building.

**Strategic Pillar VII: Enhanced and Sustained Financial Resource**

The Directorate aligned its operations and activities to the PSC strategic pillar on enhanced and sustained financial resources ensuring prudent utilization of financial resources allocated to it.

**5.2 Summary of the Major Activities Performed by the Directorate**

S/NO.	ACTIVITY UNDERTAKEN	REMARKS
1.	Summons	A total of 32 summons were duly served
2.	National Prayer breakfast	Facilitated the annual Parliamentary Prayer Breakfast held on 26th May 2022 at Safari Park Hotel
3.	Committee meetings	Facilitated 300 committee meetings both within and outside the Parliamentary square
4.	State burials	H.E. Mwai Kibaki was accorded a state burial and consequently, Parliament played a crucial role more so during the three days of public viewing while the body was lying in state at Parliament grounds. Coordinated over 3000 Kenyans visiting Parliament to view his body. The Senate lost two Senators namely Sen. Kabaka and Victor Prengei and their burials were successfully facilitated.

S/NO.	ACTIVITY UNDERTAKEN	REMARKS
5.	Conferences/Summit	Facilitated the Devolution Conference, the Senate Mashinani, Legislative Summit and FP-ICGLR Conference.
6.	Visiting Heads of State	Heads of state from the following countries visited the mausoleum; Hungary on 16th January 2022, Zimbabwe on 9th March 2022, Burundi on May 2022, Sierra Leone on May 2022, and Guinea Bissau on 15th July 2022.
7.	Visiting Delegations/ Schools	The directorate in conjunction with the Senate Liaison Office facilitated forums with the Council of Governors, the Commission on Revenue Allocation, and officers from the British High Commission. Additionally, there was a visiting Ugandan delegation comprising Members of Parliament of Uganda on a benchmarking mission on mental health and University Students from USA. Over 200 schools were facilitated to visit Senate on academic tours during the period under review. Four officers from Kenya Prisons Service were also inducted by SAA jointly with Senate Protocol officers on matters of protocol and liaison
8.	National Celebrations	The directorate ensured proper coverage and facilitation of all during the Labour Day, Madaraka Day, Mashujaa Day, and Jamhuri Day celebrations that took place during the period.
9.	State of the Nation Address	The Head of State, H.E Uhuru Kenyatta addressed the joint sittings of Parliament during the State of the Nation Address on 30th November 2021.
10.	Workshops/Retreats	Participated in three directorate retreats
11.	Weekly, monthly, quarterly and annual reports	Continuously done on a timely basis

**6.0 DIRECTORATE OF INTERNAL AUDIT 2021/2022 ANNUAL REPORT**

**6.1 Roles and Responsibilities of the Directorate**

The role of internal auditing mission is to “enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight”. Internal auditing brings a systematic approach to evaluate and improve the effectiveness of risk management, control, and governance processes. It provides assurance that internal controls in place are adequate to mitigate the risks, governance processes are effective

and efficient and organizational goals and objectives are met. The function is guided by the professional guidelines issued by the Institute of Internal Auditors (IIA), the law and regulations as per the Parliamentary Service Commission Act, the Public Finance Management Act, the Public Procurement Assets and Disposal Act 2015, and regulations pertaining to the same, Treasury circulars and any other law promulgated from time to time. Other Major Functions -

- 1) Prepare and present audit reports to internal stakeholders and follow up on audit issues.

- 2) Perform compliance tests to ensure adherence to regulatory guidelines and statutory obligations, government policies, procurement rules and all other circulars.
- 3) Audit of financial records to ascertain their validity.
- 4) Fraud investigations on reported cases of frauds at the PSC.
- 5) Provide assurance about the design and functioning of controls through inspection, checking, reviewing and examination of controls.
- 6) Serve as an advisor of internal control when providing recommendations.
- 7) Identify risks in operations through identifying the nature, impact and magnitude of risks.
- 8) Facilitate audit committee of the PSC through furnishing it with periodic reports, arranging for meetings and doing follow ups on issues raised.

## 6.2 Structure and Reporting

The internal audit reports functionally to the Commission Committee on Audit and administratively to the Secretary of the Commission who is also as the Clerk of the Senate.

The Parliamentary Service Commission as currently structured has three Accounting Officers. That is, the Clerk of the Senate, the Clerk of the National Assembly, and the Director General Joint Services. With its limited human resources, the department has to strike a balance to ensure that the Commission gets adequate assurance on effectiveness of internal control systems and governance processes in the three services.

During the financial year, the Commission upgraded the Internal Audit Department to a Directorate.



CHAPTER

4

**ANNUAL  
REPORT OF THE  
PARLIAMENTARY  
JOINT SERVICES  
FOR THE  
FINANCIAL YEAR  
2021/2022**

### 3.0 DIRECTORATE OF HUMAN CAPITAL AND ADMINISTRATIVE SERVICES

The Directorate of Human Capital and Administrative Services is responsible for supervision and providing strategic direction to the Human Resources Management department, office support services, Human Resource Development, Health club services, Telecommunication services, Records Management Unit and the Pensions unit. The mandate of the Directorate is to provide strategic leadership and guidance on Human Resource Management and also to provide prompt services to enable Parliament to fulfil its mission.

The Directorate of Human Capital and Administrative services operates under Strategic Pillars II and IV on Excellence in Service Delivery and Embracing an E-Parliament with the following strategic objectives under each strategic pillar;

#### Strategic Pillar II: Excellence in Service Delivery

- i. Strategic Objective 7: To Institutionalize Performance Management System
- ii. Strategic Objective 8: To Strengthen the Capacity of Staff to Facilitate Members in Discharging their Constitutional Duties in an Effective and Efficient Manner
- iii. Strategic Objective 9: To Enhance Human Resource Management and Business Processes for Efficient Service Delivery
- iv. Strategic Objective 10: To Enhance

Staff Wellness for Efficient Service Delivery

#### Strategic Pillar IV: Embrace & Implement an e-parliament

- i. Strategic Objectives 15: To Leverage on ICT in all Processes and Operations of Parliament

The activities undertaken in 2021/2022 by the Departments towards realizing the strategic objectives under Strategic Pillars II and IV are as follows;

#### 3.1 HUMAN RESOURCES MANAGEMENT

The mandate of the Human Resource 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.

In the Financial year 2021/2022, the HR Department was charged with the preparation of agenda for the Staff Advisory Committee and presentation of cases in regard to Promotions, Appointments, Re-designations, Discipline, Special Duty Allowance and Acting Appointments. The department was also charged with preparation of the agenda for the Staff Disciplinary Committee and implementation of the Parliamentary Service Commission resolutions in regard to Staff Matters.

In the year under review, four (4) officers resigned from the Parliamentary Service to pursue other career interests whereas one officer was granted leave of absence

to serve as a State Officer at the Teacher’s Service Commission.

The HR department processed a total of three hundred and seventeen (317) promotions for staff who were due for promotions in the course of the year, ninety-two cases of special duty allowance, twenty requests for re-designation, ten discipline matters, four requests for upgrading, three secondments, two requests for study leave, six requests for confirmation in appointment and six requests for redeployment from one service to another.

In the year under review, the HR department was involved in the development and approval of the Human Resource Policies and Procedures manual whose objective is to provide guidelines in the management of the Human Resource function.

The HR department was tasked with the processing of Emoluments for both Members of Parliament and staff. This involved;

- Preparation of the budget (Personal Emolument) for the year 2021/2022.
- Preparation of the payroll.
- Payment of salary advances to Members of Parliament and staff.
- Preparation of payment vouchers.
- Processing of the statutory deductions.
- Processing payment of top up allowance for MPs security personnel.

### 3.2 HUMAN RESOURCE DEVELOPMENT

The Human Resource Development Department is tasked with the following

duties and Responsibilities;-

1. Coordinating all the activities of Human Resource Development in PSC;
2. Providing technical services to all the Training Committees as Secretary;
3. Undertaking Training Needs Assessment to establish the skills gaps of the staff;
4. Facilitating in the preparation of the training projections and selection of staff for training;
5. Receiving and processing training requests (applications) for deliberation by the Service Training Committees;
6. Identifying, designing and developing training programmes to meet the demands of PSC;
7. Maintaining database of all training providers, training programmes and beneficiaries;
8. Coordinating the induction and orientation of new officers;
9. Compiling and updating skills Inventory/data base;
10. Drawing and implementing the Training Budget;and
11. Processing course approvals for officers proceeding on training.

The Human Resource Development Department implemented its mandate as per the PSC Staff Training and Development Policy and work plan as follows:

- a) The internship policy was reviewed to address identified inadequacies and comply with government requirements. The department also

developed a Training Evaluation, monitoring and impact assessment framework and undertook a Needs Assessment across the PSC.

Accident for Members of Parliament and Staff whose sum assured is Kshs. 5.5 billion and Kshs. 6.2 billion respectively;

- b) During the FY 2021/2022, a total of eighty-one (81) applications for training were processed and implemented in the Parliamentary Joint Services. The trainings were conducted both locally and outside the country.
  - c) During the period under review the Department was involved in the identification and accreditation of Training Institutions in collaboration with the Centre for Parliamentary Studies and Training (CPST).
  - d) The Department oversaw the development of a competency based framework and all PSC Staff in PSC 8-13 developed and validated their Balanced Score Cards.
- 7. Administering the Post-Retirement Medical Scheme for Members of Staff whose fund value is Kshs. 400 million;
  - 8. Facilitating and management of the NSSF under the National Social Security Fund Act 2013;
  - 9. Safekeeping of scheme documents (Trust Deed and Rules, Investment Policy Statements, agreements with service providers and Nomination of beneficiary forms);
  - 10. Facilitating training for the Parliamentary Pensions Management Committee and Board of Trustees; and

### 3.3 PENSIONS UNIT

The Pensions unit is mandated with the following responsibilities;

- 1. Record Keeping for members and staff pensions;
  - 2. Processing of retirement and death benefits;
  - 3. Ensuring compliance with the Retirement Benefits Act, Parliamentary Pensions Act, Income Tax Act and NSSF Act;
  - 4. Managing the Staff Pensions Fund which has a membership of 998 and a fund value of Kshs. 5.4 billion;
  - 5. Administering Group Life Insurance for Members of Parliament and Staff whose sum assured is Kshs. 5.5 billion and Kshs. 5.6 billion respectively;
  - 6. Administering Group Personal
- 11. Facilitating and provision of Secretariat Services for two statutory committees -
    - (i) Parliamentary Pensions Management Committee (Parliamentary Pensions Act Cap 196); and
    - (ii) Staff Retirement Benefits Scheme (Retirement Benefits Act 1997).

In the Financial year 2021/2022, the Pensions Unit held the Annual General Meeting and issued statements to individual members of staff. The Unit facilitated the smooth transition for sixteen (16) officers proceeding on retirement by processing their pension entitlement on attaining the retirement age of sixty (60) years.

The Pensions Unit also facilitated the

processing of five (5) Group Accident Claims, one (1) fatal accident claim and six (6) death claims for members of staff. In the year under review the Pensions Unit set up the post-retirement medical scheme for members of staff, sensitized staff on the same and rolled out the scheme. A total of seven hundred and eighty-eight (788) members of Staff on boarded the Post-Retirement Medical scheme with a total contribution of Kshs. 24 million per month.

The Pensions Unit procured and appointed an actuary to conduct a feasibility study for Members of Parliament Post-Retirement Medical Scheme and formulated fourteen (14) policies for the Pension Scheme in addition to preparing a Pensions Members' handbook.

The Pensions Unit further facilitated capacity building for Members of the Parliamentary Pensions Management Committee, the Board of Trustees and Pre-retirement training for members of staff in the 40 to 60 age group.

### 3.4 MEDICAL UNIT

The Medical Unit undertakes the administration of medical cover for Members of Parliament and staff through the Medical Scheme Implementation Committee (MSIC).

In the Financial year 2021/2022, the MSIC in liaison with the medical section processed requests for ex-gratia assistance from one hundred and seventy (170) Members of Parliament and fifty-four (54) staff.

The Department also established a 24hr call Centre for Members and Staff medical assistance and implemented a biometric system to track medical expenditure and provide staff with monthly statements of their utilization. Further a tracking system was put in place to provide surveillance reports on the provision of medical services.

The Department also acquired a travel insurance provider and processed requests for travel insurance for members and staff on approved official travel.

In the year under review, the draft HR manual was updated and finalized and a policy on Alcohol, Drug and Substance Abuse (ADSA) was developed. Staff were also sensitized on the reviewed Staff Medical policy.

### 3.5 HEALTH AND RECREATION UNIT

The Health Club is charged with the responsibility of offering wellness services to the Members of Parliament and the entire staff of the Parliamentary Service Commission. This comprises of physical, emotional, social, spiritual, occupational, environmental, intellectual as well as financial wellness.

The Health and Recreation Unit undertook weekly training of Members of Parliament and staff in both outdoor and indoor activities where five members of Parliament enrolled in the contracted health clubs while the others opted to use available health club facilities within Parliament.

In the Financial year 2021/2022, the

Health Club was renovated and a baseline survey on work place safety was conducted to ensure a clean and conducive work environment and staff were sensitized on health and safety matters.

### 3.6 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.

During the year under review, the Unit developed a Transport Policy to enhance the efficiency and effectiveness of transport service delivery. All vehicles were provided with fuel cards and Radio Frequency Identification Devices (DFID). In addition, the Unit acquired three (3) vehicles for the National Assembly, three (3) for the Senate and one for the Joint Services. The Unit also facilitated members with hired vehicles on a need basis.

In the Financial year 2021/2022, seven (7) out of twenty-three (23) obsolete and uneconomical vehicles were disposed off to reduce the number of uneconomical vehicles in service.

Further in the year under review, the Transport Unit got a total of twenty-one (21) new drivers who were recruited hence ending the shortage of drivers that had been a major challenge for quite some time.

### 3.7 RECORDS MANAGEMENT UNIT

The Records Management 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.

The unit carried out a Records Survey and prepared a draft Records Management Policy which was approved by the Commission. The Records Unit ensured that all incoming and outgoing mail was dispatched to the respective offices in an effective and timely manner.

In addition, during the year under review the unit sorted and listed all the semi active subject files and acquired the file folders with the correct specification for the three services.

### 3.8 TELECOMMUNICATION UNIT

The Telecommunication unit is mandated with the provision of effective telecommunication services to Members and staff.

In the Financial year 2021/2022, the unit processed the integration and centralization of all telecommunication services in Parliament and upgraded the PABX system. The unit also developed and implemented a fault management register and implemented the GSM register.

## 4.0 THE DIRECTORATE OF INFORMATION AND RESEARCH SERVICES

The Directorate of Information and Research Services (DIRS) performs its role to facilitate the Parliamentarians to effectively discharge their constitutional mandate and functions through provision of varied research and information services. The Directorate is established under the Parliamentary Joint Services and hosts five multifunctional Departments, namely-

- (a) Parliamentary Research Services (PRS);
  - (b) Parliamentary Library Services;
  - (c) Information Communication Technology Services (ICT)
  - (d) Printing Services Unit; and
  - (e) Parliamentary Broadcasting Unit; (PBU)
- (i) To provide non-partisan professional research services;
  - (ii) To develop and implement information management systems for Parliament;
  - (iii) To provide library services which acts as the custody of all parliamentary information materials and resources;
  - (iv) To coordinate and facilitate the live broadcast of proceedings of both the Senate and the National Assembly; and
  - (v) To provide printing and publishing needs of the Parliament. Major Activities Implemented by the Directorate of Information and Research Services in the 2021/2022 Financial Year

### 4.1 MANDATE AND ROLE OF THE DIRECTORATE

The Directorate of Information and Research Services currently has a wide and diverse mandate due to its multiplicity of its distinct departments which it hosts. Its mandate includes two main broad activities-

- (i) Information Management involving collection, manipulation, storage, retrieval, dissemination and management of information needs of Parliament.
- (ii) Research, Policy Analysis and presentation of reports to Members and staff as may be requested from time to time.

Specifically, the main duties and responsibilities performed by the Directorate include the following-

The work and activities being implemented by the Directorate of Information and Research Services is targeted towards implementing the Parliamentary Service Commission's Strategic Plan, 2019-2030, under the theme '*Bringing Parliament closer to the people: Taking Responsibility*'.

The Strategic Plan is guided and implemented under Seven (7) Strategic Pillars to support the constitutional mandate of Parliament.

The implementation of the Strategic Pillars and Strategic Objectives by the Directorate of Information and Research Services is executed by its various departments.

- (1) The Activities undertaken in the 2021/2022 period included-
  - (i) Coordinated the prepared

- the 2021 Annual President's Report on National Values and Principles of Governance for Parliament and participation in relevant meetings including briefings and validation forums;
- (ii) Chairperson of the Training Committee of the Joint Services of Parliament;
  - (iii) Peer reviewed various background research papers for legislative, oversight and representative functions of MPs;
  - (iv) Exercised supervision of the implementation of the ICT infrastructure (paperless solution) for the Parliament;
  - (v) Oversaw the operations of the printing and publishing services for Parliament's materials;
  - (vi) Chaired the Project Technical Committee for the implementation of integrated security management system for the Parliamentary Service Commission;
  - (vii) Prepared annual work plans and procurement plans which informed the basis of budget proposals for 2021/2022 being implemented and also for the forthcoming 2022/2023 year;
  - (viii) An AIE for the approval of activities and expenditures in the Policy and Research Services Vote Head under Vote 2043;
- (2) As a result of engagement in these activities, the major achievements made included-
    - (i) On the ISMS project implementation, steered the Technical Implementation Committee meetings and made progress, as follows-
      - a) Eight progress reports were submitted to the Accounting Officer, Joint Services, from the start date of the project between July, 2021, and the end of the financial year in June, 2022.
      - b) Held several joint meetings with the Project Manager, Consultant and the Contractor between July, 2021 and June, 2022.
    - (ii) Through the Clerks of the Houses, submitted the following reports to the Office of the President-
      - a) The 2021 Annual President's Report on National Values and Principles of Governance, for the Parliament, both for the Senate and the National Assembly, to the Directorate of National Cohesion and Values, Office of the President; and
      - b) The 2021 Annual President's Report on the Implementation of the Commitments and Way forward in the 2020 President's Report on National Values and principles of Governance to the Directorate of National Cohesion and Values, Office of the President.

- (iii) Held a total of six (6) retreats and workshops for the Departments in the Directorate to plan and review work and activities, and evaluate the progress being made in the implementation of the strategic pillars and the strategic objectives of PSC Strategic Plan, 2019-2030.

## 4.2 DEPARTMENT OF PARLIAMENTARY RESEARCH SERVICES (PRS)

The Parliamentary Research Services (PRS) is a specialized, non-partisan and professional department of the Parliamentary Service Commission (PSC). The department administratively operates under the Parliamentary Joint Services (PJS) to provide research information and policy analysis support to the National Assembly and the Senate. During the period under review, the PSC elevated the PRS to a Directorate under the Parliamentary Joint Services (PJS) vide its 302nd Meeting held on 15th February, 2022, when considering a proposal for the review of the structure and establishment for the PRS.

### 4.2.1 Mandate, Role and Functions of the PRS

The PRS is mandated to provide non-partisan research and policy analysis services that facilitate Members access to timely, concise, credible, evidence-informed and objective information to inform decision making and support realization of the constitutional mandate of Parliament. It also serves as a platform for enhancing research uptake and convergence of research information derived from diverse knowledge sources.

### 4.2.2 The PRS Activities and Services Delivery in the 2021/2022 Financial Year

Service delivery and activities undertaken during the 2021/2022 FY were guided by the PRS Work Plan and Procurement Plan for the financial year. The work plan was aligned to Strategic Objective 3, 4 and 5 of the PSC Strategic Plan 2019-2030 - Strategic Objective 3:

*"To Strengthen Devolution and the Capacity of Devolved Units and Constituency Offices"*

Strategic Objective 4:

*"To Mainstream Monitoring and Evaluation for Legislation and Oversight"*

Strategic Objective 5:

*"To Strengthen Knowledge and Evidence-Based Decision Making in the Legislature"*

The work plan activities implementation and services delivery undertaken during the period were executed, as outlined below.

#### (a) Deployment of Research Analysts

Research analysts were deployed to the Houses; with the National Assembly being assigned eleven (11) and the Senate being assigned ten (10). The Chief Research Officer coordinated overall work plan implementation and services delivery for both Houses of Parliament.

#### (b) Research Support to House Committees

During the period, the PRS offered committee support in form of evidence informed research and policy analysis, and expertise to forty (40) of the fifty-three (53) House Committees in both Houses. Each of the House Committee served

had a Research Analyst assigned to it. This comprised of twenty-nine (23) Committees of the National Assembly, and seventeen (17) Committees of the Senate.

**(c) Research Requests Processed**

Research requests improved during the period after the COVID-19 Pandemic restrictions and containment measures were lifted. The Table below outlines the various services and products provided during the period -

Table 2: PRS Services and Products to the Houses

NO.	RESEARCH PRODUCT	NATIONAL ASSEMBLY	SENATE
1.	Briefing notes	103	56
2.	Policy analysis	-	25
3.	Bill Analysis	-	13
4.	Talking notes	79	32
5.	Motion notes	32	05
NO.	RESEARCH PRODUCT	NATIONAL ASSEMBLY	SENATE
6.	Presentations Papers (Members 7; Leadership 4)	11	25
7.	Discussion papers	08	25
8.	Conferences and Delegations Notes (Background & position papers)	78	30
9.	Petition notes	17	06
10.	Committees reports	105	30
11.	Individual Member Requests	192	30
12.	Concept notes	09	04

**(d) Other Specialized Assignments**

During the period, several research analysts were involved in key specialized assignments where their skills and expertise was critical. Among the assignments included the activities presented below.

- i. Module development - Parliamentary Supervisory Course
- ii. Revision of House Standing Orders
- iii. Revision/update and development of factsheets
- iv. Revision and development of factsheets
- v. Implementation of PSC Online Recruitment System

vi. Documentation of the History of Parliament

**(e) Capacity Strengthening**

Capacity strengthening was undertaken through in-person and virtual platforms. The hybrid approach included both local and international capacity building through conferences, exchange workshops, seminars and conferences attended by research analysts.

**(f) Internship Programme**

The PRS was also engaged in internship programme to train and mentor upcoming researchers mainly university finalist undergraduate students. During the period, the programmes benefited nine (9) interns for three months each spread over the financial year.

**(g) Partnerships and Linkages**

As part of PSC Strategic Objective 5, the PRS maintained sustained engagement with several partnerships through collaborations on various research, information and knowledge sharing and exchange, and capacity strengthening activities. Partnerships that were active during the period included: National Democratic Institute; Westminster Foundation for Democracy; and

Kenya Institute of Public Policy and Research Analysis (KIPPPRA) among others. The PRS held both virtual and in-person planning and exchange meetings with NDI, CRS, AFIDEP, ESK, and WFD.

**(h) Parliamentary Caucus for Evidence Informed Decision Making**

The PRS continued to provide secretariat services to the Parliamentary Caucus for Evidence Informed Decision Making (PC-EIDM). The caucus is open to Members of the two Houses with a singular goal advocating evidence-informed decision making in Parliament.

**(i) Departmental Planning Meetings**

The PRS held two (2) planning retreats in November, 2021 and March, 2022. The agenda of the retreats centered on planning PRS workplan activities and review of information materials for the 13th Parliament. Internally, the department held five (5) in-house meetings to deliberate on service delivery and progress of work plan implementation.

**(j) Preparation for the 13th Parliament**

The PRS repackaged and developed nine (9) factsheets to be used to sensitize Members on PRS and how to access the services.

## 5.0 DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

The Information Communication Technology (ICT) department is service-oriented and works to supporting Parliament towards achieving its strategic objective through the provision and management of its investment in Information and Communication Technology.

**Role and Responsibilities of ICT Services**  
The Department is an innovative and proactive ICT provider to Parliament by deploying solutions that enable Parliament strategic and business objectives. The ICT Department is charged with the following functions -

- a) Deploying technology to assist the administration in streamlining business processes and objectives.
- b) Enabling legislative and oversight processes through innovative use of Information and Communication Technologies.
- c) Formulation of relevant ICT policies.
- d) Provision of all ICT related services to all departments in Parliament.
- e) Physical security of computer hardware and related peripherals.
- f) To ensure accountable and appropriate procurement, distribution, maintenance and disposal of ICT resources.

### 5.1 ACTIVITIES UNDERTAKEN AND ACHIEVEMENTS IN FY 2021/2022

The activities undertaken by the Department are driven and are in tandem with Strategic Pillar IV of the PSC Strategic

Plan 2019-2030 which is to embrace and implement an e-Parliament. The Pillar contains Strategic Objectives 14 and 15 -

- (i) Strategic Objective 14: To enhance automation of all systems and processes core to operations of Parliament for efficient service delivery; and
- (ii) Strategic Objective 15: To leverage on ICT in all processes and operations of Parliament.

The Strategic Pillar guides the Parliamentary Service Commission in its transformation to a paperless Parliament by 2030. The Strategic Objectives under the Pillar seek to enhance automation and digitization of all systems and processes through leveraging on ICT in the operations of Parliament. The major activities/achievements during the period were:

1. Development and implementation of an ICT Digital Transformation Strategy -
  - a) This Digital Strategy to provide the ICT roadmap for the next three (3) Financial Years (such as 2020-21 to 2022-23) and is expected to be completed within 9 months by November, 2021; and

The scope of the assignment included, study and recommend appropriate Information Communication and Technology (ICT) governance

for the Parliamentary Service Commission and recommend an upgrade of ICT infrastructure appropriate for the Commission.

2. Preparation and Development of draft ICT Policy document - The Consultant to develop a draft ICT Policy Document to guide the operations and administration of ICT Services in Parliament to include all aspect of IT issues.
3. Provided systems support and maintenance of the various systems including Hansard Production System (HPS), Smart Human Resource Management System, Integrated Finance Management Information System (IFMIS), Email services, Mortgage and Accounting services, Hospital Biometric Smart cards, Chamber system and online recruitment portal.
4. Offered user support services to the various departments and Members of Parliament and infrastructure (Network) maintenance within Parliament.
5. Provided infrastructure development and maintenance in the following areas-
  - a) Maintenance of Fiber connection within Parliamentary square;
  - b) Deployment of Anti-virus (KAV) and installation of firewall on our network;
  - c) Management of various ICT service providers;
  - d) Upgrade of existing internet bandwidth for Main Parliament

and acquiring new contract for Internet services for CPST and KICC; and

- e) Maintenance of the entire network infrastructure in Parliament.
6. Developed technical specifications for various equipment including computers.
7. Prepared a concept paper which was considered and approved by the Parliamentary Service Commission (PSC) in upgrading the Department of ICT into a Directorate (merged with the Library Services).
8. Participated in various technical evaluations of ICT equipment and related services and in inspection and acceptance of ICT equipment.

## 5.2 DEPARTMENT OF LIBRARY SERVICES

The Department of Parliamentary Library hosts custody of all parliamentary materials such as Hansards, committee reports and all House legislative documents, among others. The Library is also responsible for providing access to information and research services to support the legislative work of Members. Roles and Functions of the Parliamentary Library.

### 5.2.1 Activities undertaken and achievements during the 2020/2021 Financial Year

During the period under review, the library realized the following achievements-

- (i) Indexed all materials delivered to the library for easy of reference.

- (ii) Organized for the subscription of local daily newspapers for various authorized offices on time and payment expeditiously made to minimize pending bills.
- (iii) Acquired an Automatic Heavy-Duty Book Scanner to be used to scan information materials to be uploaded on the Dspace digital repository.
- (iv) Updated all of laws of Kenya and organized for the acquisition of four (4No.) new sets of laws of Kenya for the Directorate of Litigation Services.
- (v) Ensured the renewal of contract for photocopier machines for a period of three (3) years were implemented by the Procurement Department for action.
- (vi) Processed approximately 1,600 queries and requests composed of Committee reports, Bills, Acts, Kenya Gazette notices, Hansard and Auditor General Reports, among others. The requests were, both physically and virtually.
- (vii) Received and organized a total of over 500 new collections of documents made up of various documents Laid on the Table of the Senate.
- (viii) Received and organized a total of over 1,000 new collections of documents from the National Assembly Laid on the Table of the House.
- (x) The Library continued to offer Reprographic services to the both Houses of Parliament, committees and all the staff of Parliament.
- (xi) In collaboration with Human Resource Development and office of the Director, the Library Department organized several capacity building initiatives for staff which included the following -
  - Organized a working retreat in Naivasha for the entire staff to review its work progress.
  - Organized a technical working retreat for the reprographic staff in Naivasha to capacitate the staff of the unit.
  - Training of three (3No.) Library Staff at ESAMI, Arusha, Tanzania.
  - Four (4No.) library staff attended the Association of Government Librarians (AGL) Annual General Meeting in Kisumu City, Kisumu County.
  - Three (3No.) library staff attended the Kenya Library Association workshop in Mombasa City, Mombasa County.

### 5.3 THE PARLIAMENTARY BROADCASTING UNIT (PBU)

The Parliamentary Broadcasting Unit (PBU) is responsible for the live broadcast of proceedings of both the Senate and the National Assembly and related matters aimed at opening Parliament to the public. The Broadcasts are carried 'live' on KBC Channel 1 and KBC Radio Taifa 92.9, with the technical support from the Kenya Broadcasting Corporation (KBC). The Structure and Role of the **Parliamentary Broadcasting Unit (PBU)** The PBU is headed by the Technical

Manager who reports to the Director, Information and Research Services (DIRS) under the Office of the Director General.

The PBU is charged with the following functions and responsibilities-

- i) Coordinating live broadcasts, in conjunction with Kenya Broadcasting Corporation (KBC), for both Houses of Parliament;
- ii) Managing all the content for the You Tube Channels;
- iii) Advising the House Broadcasting Committee on media related issues; and
- iv) Advising house leadership on performance of equipment as well as administering the Contract between PSC and KBC.

### 5.3.1 Achievements under the Strategic pillars/objectives

The PBU operates under The PSC Strategic Plan, 2019-2030, and in particular, implementation of the Strategic Pillar 3: Public Trust and its Strategic Objectives (SO) defined as follows-

- (i) To enhance the involvement of the public in legislation and oversight (SO 11);
- (ii) To strengthen Parliamentary diplomacy, partnerships and linkages (SO 12); and
- (iii) To enhance Parliamentary outreach and promote ideals of Parliamentary democracy (SO 13);

The following are the major activities undertaken between the months of June 2021 to end of July 2022 -

1. Parliamentary broadcasting and recordings of over 200 plenary proceedings for the two Houses of Parliament – the Senate and the National Assembly;
2. Development and implementation of work plans for the PBU in line with the PSC Strategic Plan (2019-2030);
3. Covered exit reports for all the Chairpersons of the National Assembly Committees sponsored by the Chairperson, Liaison Committee which was aired on Citizen Television;
4. The coverage of a documentary on ‘A House defying COVID-19’;
5. Full coverage of the viewing of the former third president of Kenya, H.E. Mwai Kibaki lying in State at the Parliament of Kenya; and
6. Fixing of the digital set boxes and tuning of television sets and connections within Parliament onto the live proceedings and debates to facilitate both members and staff of Parliament; and

### 5.3.2 Printing Services Unit

The Printing Services Unit serves meets Parliament’s in-house printing needs, branding and binding of documents previously undertaken by the Government Press and other private service providers. Duties and Responsibilities of the Printing Services

The Printing Services is mandated with the following responsibilities-

- (i) Printing and production of documents for Parliament.
- (ii) Facilitating dissemination of information within and outside Parliament by providing documents promptly, accurately and with confidentiality.

- (iii) Production of all publications for Parliament.
- (iv) Designing and publishing of all publications for Parliament and other government agencies.

The products and services provided by the Printing Unit include Pre-Publication of Bills and Vellums, Brochures, Magazines, Official Programmes, Posters, Business Cards for Members and senior staff, printing and binding of Committee Reports, Legislative Proposals, printing of Order Papers and Hansard and binding of Library Books, Journals and Newspapers, among other documents.

### 5.3.3 Activities undertaken in the FY 2021/2022

The Printing Services Unit implemented its work and activities in line with the provisions of the Strategic Plan, 2019-2030, and in particular, under the Strategic Pillars 1, 2 and 3, and the Strategic Objectives spelt out in 1, 2, 8, 11 and 13.

The activities undertaken during the period under review include -

- (i) Bound hundreds of Committee Reports, Newspapers, Papers Laid,

Speakers' Rulings and Official Reports (Hansard) for the Library.

- (ii) Publishing and binding of the Hansard Reports for the Houses of Parliament.
  - (i) Publishing Parliament Magazines and other magazines such as the National Assembly Newsletter.
  - (ii) Production of printed materials for Parliament outreach activity, e.g. exhibition in Counties, posters and programmes.
  - (iii) Printing of Business cards for all Members and senior staff.
  - (iii) Printed 72 pre-publication bills for the National Assembly.
  - (iv) Took part in the preparations for the devolution conference in Makueni County.
  - (v) Facilitated production of materials for the Centre for Parliamentary Studies and Training (CPST) trainings
  - (vi) Printed hundreds of stationery for members and leadership offices.



During the Launch of the National Fruit Tree distribution exercise by the Speaker of the 12th Parliament, Hon. Justin Muturi, E.G.H., MP in December 2021. The initiative was a partnership between the National Assembly and the Church of Jesus Christ of the Latter Day Saints

## 6.0 DIRECTORATE OF FINANCE AND ACCOUNTING SERVICES

### Mandate of the Department

The mandate of the Finance Department is to deal with financial management of the Parliamentary Service which include planning, budgeting, procurement, implementation of the budget and control of expenditures.

Other key functions include the following,

- a) Budget preparation, implementation and control;
- b) Authorization of expenditures;
- c) Planning and monitoring of Parliamentary programmes and projects;
- d) Ensuring proper management and expenditure of public funds as laid down in the financial regulations and procedure;
- e) Giving direction and guidance on financial matters;
- f) Playing advisory role as a member of various administrative committees;
- g) Procurement of goods and services; and
- h) Implementation of budget through expenditure monitoring and evaluations.

a) Preparation and finalization of the Budget FY 2021/22 which was approved at Kshs. 38.082Billion. This budget took cognizance of the three services namely

- Parliamentary Service Commission - Senate (vote 2041) = 6,777,619,367
- The National Assembly (vote 2042) = 23,322,082,199
- The Parliamentary Joint Services (vote 2043) =5,578,753,573
- Development=2,404,050,000

b) The Department liaised with the National Treasury for prompt funding during the financial year.

c) The Department managed to formulate budgetary programmes as is required by the PFM Act 2012. Parliament is currently implementing 4 programmes and has three Votes in accordance with the amended PFM Act 2012.

d) The Department has continued to prepare periodic reports on the financial status of the Parliamentary Services. These reports are submitted to the Parliamentary Service Commission through the Board of Senior Management.

e) Submission of quarterly statutory reports to the Controller of Budget. Parliament has continued to access adequate funding despite the harsh economic environment facing the country. This has been due to collaborative efforts of the department and the directorate of Finance and Accounting Services.

### 6.1 ACHIEVEMENTS DURING THE YEAR

The Department, in conjunction with other stakeholders prepares the annual financial estimates for Parliament and ensures compliance with financial regulations as stipulated by the Government Financial regulations and other statutory requirement.

Activities achieved include: -

A detailed financial performance report prepared by the Directorate is presented in this Report.

## 7.0 DIRECTORATE OF ENGINEERING AND MAINTENANCE

The Engineering and Maintenance Unit is mandated to provide a safe, healthy and conducive environment that facilitates provision of effective and efficient services by Members of Parliament and staff.

### Activities in the FY 2021/2022

#### A. Corrective Maintenance (Breakdown Repairs)

The maintenance workforce provided support services in:

- (a) **Civil and Building works:** -
- a) Minor Building alterations/modifications
  - b) Painting: Interior and Exterior surfaces.
  - c) Carpentry and Joinery: Furniture and interior fit out.
  - d) Masonry: Walls, floors and roofing
- (b) **Mechanical Engineering services:** -
- a) Water supply, storage and distribution network
  - b) Plumbing and drainages systems
  - c) Refrigeration and Air conditioning systems
  - d) Fire and security systems
- (c) **Electrical Engineering services:** -
- a) Emergency response to Power distribution network
  - b) Uninterruptable power system (UPS)
  - c) Audio-visual equipment

- d) Lighting and Power points systems
- e) Standby power Generators
- f) Lifts

#### B. Contracted Maintenance Services

The Maintenance Department is also responsible for contracted services in which contracted services supplement or have major responsibilities for building and/or equipment maintenance.

The Service Contracts for the following equipment were implemented in the Financial Year 2021/2022.

- a) Lifts / Escalators
- b) Standby diesel generator sets
- c) Uninterruptable Power Supply (UPS), Power distribution boards and power capacitor banks
- d) Kitchen Equipment
- e) Air conditioning and Mechanical Ventilation
- f) Sauna and Steam bath and Health Club facility

#### C. Alteration/Minor Repairs

The following minor repair works were carried out in the Financial Years 2020-2021: -

- a) Minor Renovation at Imani House to create offices for Registry and Transport Functions.
- b) Painting of New wing Restaurant and Main restaurant.
- c) Servicing of water pumps and inspection of water storage facilities.

- d) Minor electrical repairs at Speaker National Assembly Residence.
- e) Plumbing system and electrical lighting system repairs at Continental House.
- f) Renovation of Committee Room No.11- New Wing.
- g) Installation of Wall-to-Wall carpeting at Senate main Corridor.
- h) Water proofing of County Hall roof.
- i) External and common areas lighting repairs at County Hall.
- j) Water pressure replacement at County House.
- b) Construction works in Progress.
- 2) Multi-storey office complex:
  - a) Project is 97% completion.
  - b) Various sub-contract works in progress.
  - c) Furniture and Signage & Artistic sub contract works.
- 3) Refurbishment of County House:
  - a) Design works completed by the Consultant.
  - b) The project works are at 90% completion.

#### D. Development Projects

The Engineering and Maintenance Directorate provides technical and professional support in preparation of project cost estimates; proposal, justification, and management of capital projects and expenditures at the Parliamentary Service Commission.

In the year 2021-2022, the following projects were undertaken.

- 1) Design and Construction of CPST learning Facility:
  - a) Development of CPST Master plan: Consultancy works done.
- 4) Integrated Security Management System (ISMS):
  - a) Design works completed by the Consultant and handed over to PSC.
  - b) Implementation works were on going.
- 5) Borehole Drilling, equipping and testing at CPST, Mukoma Rd, Karen, and testing at Speaker, National Assembly residence, New Muthaiga

## 8.0 DIRECTORATE OF SECURITY & SAFETY SERVICES

The primary role of the Directorate of Security and Safety is to provide a full range of security and safety services within Parliament's precincts including Parliament annexes and residences in order to provide a safe and secure environment through which Members, staff and visiting dignitaries may conduct their business devoid of any

danger. The Directorate also investigates losses, thefts, property damage claims, accidents and provides traffic control within Parliament's precincts.

To achieve this mandate, the directorate, plays a leading role in Parliament security operations in collaboration with other national security agencies. These agencies include the National Police

Services and the National Intelligence Service.

The directorate achieved its goals in the year 2021-2022 in line with the Parliamentary Service Commission strategic plan.

Functions of the Directorate

**8.1 MAJOR ACTIVITIES IMPLEMENTED BY THE DIRECTORATE IN THE FINANCIAL YEAR 2021/2022**

The Directorates Strategic Plan is guided under Strategic Pillar VI: which is Provision of modern facilities and secure working environment for Members and staff of Parliament. In order to comply with the PSC Strategic Plan, the Directorate is guided by Strategic Objective 19; To provide adequate facilities and security for Members and staff of Parliament.

The following activities were accomplished in the financial year 2021/2022.

**(a) Integrated Security Management System**

The Directorate worked with the ISMS Contract Implementation Team to monitor and supervise the installation of the ISMS and infrastructure for Parliament. The Contractor took over site on 26th April, 2021 and during the year under review 2021/2022 the contractor mobilized resources and has so far completed 30% of the infrastructure and architectural works as per the contract. Major works have been done in the following areas; Perimeter fence, Senate and National Assembly gates, control room, cabling, and CCTV cameras installation in the main Parliament buildings.

**(b) Access Control**

The Directorate has effectively manned all the accesses to main Parliament buildings for personnel



The Speaker of the National Assembly in the 12th Parliament the Hon. Justin Muturi, EGH, MP and his Senate Counterpart, the Rt. Hon. Kenneth Lusaka lead the Members of the Parliament Leadership in bidding farewell to the body of the the 3rd President of the Republic of Kenya, the late H.E. Mwai Kibaki, CGH, which lay in State in Parliament after his demise on 21st April 2022.

and vehicles. In the financial year 2021/2022 no major breaches were reported.

**(c) Car passes/Stickers**

The Directorate issued security car stickers to all Members of Parliament and PSC staff during the year under review as per the laid down regulations.

**(d) Car Parking**

The Directorate managed and controlled parking within the precincts and all other procured parkings i.e., COMESA parking, red cross lane and Protection house parking.

**(e) Protection officers/body guards**

The Directorate coordinated with National Police in the provision of body guards for Members and ensured that only eligible police officers were paid allowances.

**(f) Coordination of the security of House Committees**

The Security and Safety Directorate when called upon provided security to committees when conducting their businesses outside Parliament especially to areas considered to be risky to Members.

**(g) Vetting of employed staff**

The Directorate of Security and Safety helped in the vetting of staff of Members of Parliament and assisted in making sure that Members did not employ staffers who had criminal records

**(h) Clearance of staff**

The Security and Safety Directorate cleared Members of staff who had retired or left employment for various reasons.

**(i) Coordination of other security agency services**

The Directorate is the main link to other national security agencies in the management of security of Members and staff. In the year 2021/22, there was good coordination and liaison with the National Police Service in provision of security to Parliament

**(j) Provide security services during Major events;**

The Directorate was the lead agent in security services during National prayer breakfast, Presidential Address in Parliament, National/state events, Sport events and international conferences that were conducted in the year 2021/22.

**(k) Conduct security surveys of hotels**

The Directorate conducted security surveys for hotels in other cities where committees sit to transact official business.

**(l) Emergency response and coordination**

In the event of critical incident management, the directorate ensures the coordination between lead security/emergency agencies, relevant stakeholders, manages evacuations and provides technical advice/guidance. In the year under review, no incidences occurred but the directorate conducted mock tests and dry runs to test security

alertness level.

**(m) Personal Security and travel advisory**

The Directorate provided foreign security and safety advisory to Members when travelling abroad.

**(n) Fire**

The Directorate has put in place measures to act in case of a fire breakout. No fire incident occurred during the year under review.

## 9.0 DIRECTORATE OF LITIGATION & COMPLIANCE SERVICES

The Directorate of Litigation & Compliance Services is responsible for the provision of non-partisan, professional legal services to the Parliamentary Service Commission, Members and staff of Parliament. The Legal Services provided by the Directorate include litigation and dispute resolution, contract management, Memorandum of Understanding and agreements, conveyancing, compliance and other related services.

Functions of the Directorate

The Directorate undertakes the following functions:

- a) Legal representation of the Commission, Parliament and Speakers of Parliament in the courts of law and other quasi-judicial tribunals.
- b) Drafting and reviewing of contracts and other legal instruments on behalf of the three Services in Parliament.
- c) Assisting the Commission in developing regulations, policies and guidelines that enable the Commission to facilitate the better compliance of Laws.
- d) Undertaking conveyancing (property transactions) on behalf of the Commission.

e) Providing the Commission, the Speakers of Parliament, Members and staff of Parliament with impartial legal advice on matters affecting their official corporate activities.

f) Ensuring compliance by the Commission with all applicable legal and regulatory requirements.

g) Overseeing the Parliamentary Service Commission annual pupillage programme to ensure that the pupils attached receive adequate training and mentorship.

### 9.1 ACTIVITIES UNDERTAKEN IN FY 2020 -2021

#### Strategic Pillar I: Effective Representation, Legislation and Oversight

*Objective 1 – To improve the process of representation, legislation and oversight*

*Objective 2 - To strengthen the capacity of Members of Parliament to execute their constitutional mandate.*

1. Legal representation in Courts of law and other quasi-judicial tribunals and promoting the use of Alternative Dispute Resolution methods. There were various suits for and against

the Commission, the Speakers of Parliament, the Clerks of Parliament and Members of Parliament.

2. The Directorate provided advisory services to both Speakers, the Commission, both Clerks, the Director General, Joint Services, Standing Committees of the Joint Services, and various Directorates in Parliament.
3. Ensured that the institution of Parliament was in compliance with all Laws of Kenya that are relevant to the day to day operations of the Commission and Parliament.

**Strategic Pillar II : Excellence in Service Delivery**

*Objective 8- Strengthen the capacity of staff to facilitate Members in discharging their constitutional duties in an effective and efficient manner.*

4. Legal Counsel, Legal Clerks and support staff attended international and local trainings on various legal topics that enhanced their capacity as was evidenced by the work out put after training.
5. Continuous Legal Education (CLE) programmes was attended by all Legal Counsel to build their capacity and attained the pre-requisite five (5) points to enable them apply for their annual practice certificates for the following year.
6. During the year under review, the Directorate had a Strategic planning retreat that was conducted at the beginning of the financial year that

saw the staff of the Directorate plan the implementation of its 2021/2022 Work plan and the Directorate Budget.

7. Effectively managed the Parliamentary pupillage programme that saw twelve (12) pupils trained and mentored in all the three Directorates of legal services in Parliament.

**Strategic Pillar VI: Provision of Modern Facilities and Secure Working Environment For Members and Staff of Parliament**

*Objective 18 – To Create a Parliamentary Square*

*Objective 19 – To provide adequate facilities for Members and Staff of Parliament*

8. Undertook Conveyancing on behalf of the Commission through effective due diligence on proposed sales, drafting and reviewing the relevant legal instruments. Conveyancing services included the successful acquisition of various buildings and properties, either through purchase or lease, for use by Parliament.
9. The Directorate worked together with the Directorate of Finance & Accounting in the administration of the Mortgage and Car loans for Members and Staff of the Commission.

**Strategic Pillar VII: Enhanced And Sustained Financial Resource Base**

*Objective 21 – To Enhance Efficiency in Procurement of Goods and Services*

10. Drafted and reviewed various contracts and agreements between the Parliamentary Service Commission and third party service providers and ensured that the Commission's interests were safeguarded.
11. Also drafted Memoranda of Understanding with various institutions and advised on their execution by the Chair of the Parliamentary Service Commission or various Speakers of the relevant Houses.
12. The Directorate provided advisory services to both Speakers of the National Assembly and the Senate, the Parliamentary Service Commission, both Clerks of the National Assembly and the Senate, the Director General, Joint Services, Standing Committees of the Parliamentary Joint Services and various Directorates and Departments in Parliament to reduce any legal risks and effect compliance by the relevant parties.
13. Recovery of debts outstanding to the Parliamentary mortgage schemes and Parliamentary Service Commission.

*Objective 22– Enhanced Efficiency in Resource Utilization, Monitoring and Evaluation.*

12. The Directorate provided advisory services to both Speakers of the National Assembly and the Senate, the Parliamentary Service Commission, both Clerks of the National Assembly and the





Intermediate Hansard Training for County Assembly at Lake Naivasha Sawela Lodge

### 10.1 CENTER FOR PARLIAMENTARY STUDIES AND TRAINING

The Centre for Parliamentary Studies and Training (CPST) was established in December 2008 by the Parliamentary Service Commission (PSC) as a one-stop specialized resource Centre for the training and capacity development of both Members and staff of Parliament. The CPST operates under Legal Notice No.95 of July 22, 2011. These Regulations were amended through Legal Notice No.20 of 2016 to expand the mandate of the CPST to include capacity building for Members and staff in the forty-seven county assemblies in Kenya. These regulations form the basis of the legal mandate of the CPST and define the work of the CPST to date.

The CPST draws its strategic and policy direction from the Parliamentary Service Commission through the CPST Board. The day-to-day operations are led by the Executive Director supported by two Directors heading the Directorate of Administration, Finance and Corporate Affairs (AFC) and the Directorate of

Curriculum Training and Research (CTR). This Annual report covers activities carried out by these two directorates during the Financial Year 2021/2022.

#### Directorate of Administration, Finance and Corporate Affairs

The Directorate of Administration, Finance and Corporate Affairs supports affairs of the CPST to ensure that all administrative aspects of training are well executed. It also ensures marketing of training activities as well as public communications and management of stakeholder engagements with the CPST. The Directorate is also tasked with the responsibility of planning and budgeting as well as management of Appropriation-In-Aid (AIA) of the CPST through the Directorate of Finance and Accounting Services. The Directorate also helps the Directorate of Human Capital and Administrative Services to manage human resource including issues relating to capacity building of staff deployed at the CPST.

This report provides a summary of activities implemented in the Financial Year 2021/2022.

## A. Administration

### a) Staffing matters

1. As part of the programme for the CPST an annual planning retreat was held in Naivasha in September 2021. At this retreat, all staff deployed at the CPST were sensitised on the performance management policy in line with the resolution of the Commission. Staff were involved in drafting of their individual balance scorecards.
2. The CPST Academic Board and the Examination Committee jointly organised an Induction workshop in Mombasa in October, 2021 to sensitize members of the Board and the Committee on the CPST Examination Administering Guidelines approved by the Commission.
3. Forty-four (44) staff of the Commission from PSC Scales 8-10 sat this mandatory examination. These guidelines were subsequently reviewed and are awaiting consideration and approval.

### b) Administrative committees

1. In the Financial Year 2021/2022, The CPST Board held a total of eight (8) Board meetings; the CPST Board of Management a total of twelve (12) virtual meetings while the CPST

Academic Board held a total of three (3) virtual meetings. A total of twenty-five (25) board papers covering various subject matters were considered by these governance structures.

2. The CPST Training Committee held a total of thirty-two (32) sittings and processed fifty-seven (57) papers in the Financial Year 2021/2022. This resulted into implementation of programmes conducted by the CPST in line with the PSC Training Policy.
3. The CPST staff continue to participate in various administrative and Ad Hoc committees. Currently, CPST staff are members of the following committees:
  - a. Ad hoc committee to facilitate various procurements in line with the requirements of Public Procurement and Asset Disposal Act 2015.
  - b. Project Implementation Committee on Performance Contracting and Management
  - c. Committee on Safety and Health Committee
  - d. The Ad Hoc Taskforce on the Management of Covid-19

### c) Enhancing governance

The CPST in collaboration with National Council for State

Legislatures (NCSL) in the United States of America organised training for members of the CPST Board in August 2021.

The CPST organized for training of members of the CPST Academic Board on effective governance of examination and assessment procedures in Kent in the United Kingdom in May 2022. One of the key recommendations from this training was a proposal for development of learning management system with an e-learning platform at the CPST to ensure effective administration of mandatory examinations.

**d) ICT Transformation Strategy**

The Commission contracted M/s Corporate Consultants and Harbin Consulting Limited to develop Digital Transformation Information, Communication and Technology (ICT) Strategy and business process re-engineering of the Parliamentary Service Commission. The CPST continued to participate in activities organised by the contract implementation Committee for a consultancy assignment for development of a Digital Transformation Strategy (DTS). Among the ICT systems that the CPST proposed in the DTS are a Learning Management System (LMS) that will be able to host distance learning as well as e-learning platforms. CPST Management Information System (MIS) will be an in-house System to manage training functions for short courses offered by the CPST. This CPST MIS is intended to improve storage, management, and retrieval of digital information.

**e) Corporate Affairs**

The CPST continued to undertake activities geared towards enhancing Parliamentary Diplomacy in the Financial Year 2021/2022. In this regard:

1. The CPST participated in hosting of ten members of the Parliamentary Service Commission of the Parliament of Malawi who participated in a governance training in July 2021. These Commissioners visited the County Assembly of Kajiado as part of this Parliamentary Diplomacy.
2. The CPST has continued to partner with KIPPRA and KALRO to host the Think Tank Symposium.

**B. Financial Management**

**a) Exchequer funding for the CPST**

In the Financial Year 2021/2022, the CPST received budgetary provision of approximately KES 148 million. This amount was increased to KES 162 million after the supplementary budget estimates for the Financial Year 2021/2022. This included increasing Appropriation in Aid (AiA) by KES 20million to a total of KES 30 million.

At the end of the financial year, CPST had a budgetary utilisation of KES 141,152,579 translating to 87.13% of the voted provisions. Budgetary provisions in areas core to activities of the CPST had budgetary utilisation of 98.9% in training, 94% for domestic and 96.5% for foreign travel respectively.



The Kenyan delegation to the 140th inter-parliamentary Union (IPU) led by Speaker of the Senate, Rt Hon Kenneth Lusaka has called for urgent international action in support of southern African countries hit by Cyclone Idai.

**b) Appropriation in Aid (AiA)**

In the Financial Year 2021/2022, the CPST collected a total of KES 20 million through trainings and consultancy services offered by the CPST to Members and staff of County Assemblies and regional Parliaments. The amount was subsequently transferred to the Parliamentary Joint Services Exchequer Account at the Central Bank of Kenya to finance activities in the work plans of the Parliamentary Joint Services and the CPST under Vote 2043.

**c) Development of new offices along Langata South Road in Karen**

In the Financial Year 2019/2020, the Commission approved procurement of a consultant to undertake consultancy services for preparation of a master plan, design, tender documents, and construction of the proposed centre for parliamentary studies and training at Karen. This

procurement was completed and M/S Arprim Consultants brought on board to undertake the assignment. In the Financial Year 2021/2022, the Consultant completed development of this masterplan. The Commission subsequently advertised for procurement of a contractor to undertake the development in line with the approved masterplan. As at the end of the Financial Year 2021/2022, the Consultant delivered on the design works and their final masterplan was approved by the Commission. Construction of the ultra-modern training facility began in year 2022 and is expected to take three years and completed in the Financial Year 2023/2024.

**Directorate of Curriculum Development, Training and Research**

The Directorate of Curriculum Development, Training and Research oversees curriculum development, review and implementation; delivery

of training for members and staff of Parliament; members and staff of County Assemblies as well as carrying out research. A summary of activities that were undertaken by the Directorate in the Financial Year 2021/22 are given below -

**(a) Curriculum review and development**

In the Financial Year 2021/2022, the CPST finalised the curriculum for the Legislative Supervisory Course (Course III) aimed at equipping staff of Parliament in PSC Scale 8 to 10. This course is part of the mandatory course approved by the Commission in year 2016. A training to pilot this course was held in Naivasha from 28th November to 18th December 2021 where a total of 44 staff attended the training.

**(b) Webinar Conference**

During the period under review, the Department organized a Virtual Webinar Conference in Parliamentary Environment: Towards E-parliament in collaboration with the ICT Department; Directorates of Committee Services and Legislative and Procedural Services of both Houses. The Conference which took place on 22nd November, 2021 attracted participants from across the region provided a platform for experience sharing on the new normal and how other legislatures have handled Covid-19 protocols.

**(c) Training Activities**

The CPST conducted a total of sixteen (16) training programmes where a total of 330 participants

were trained by the end of the Financial Year 2021/2022.

The CPST also trained members of the Commission of the Parliament of Malawi on governance in July 2022. This training and others offered to Members and staff of the County Assemblies in order to earn A-I-A.

**(d) Training for Members of Parliament**

***i. Capacity Building Programme of National Assembly Members Services and Facilities Committee and the Parliamentary Broadcasting and Library Committee***

This training was conducted in Dubai from 13th to 17th September 2021 with the objective of helping three Committees of the National Assembly to focus on the best strategies for enhancing their monitoring and evaluation processes and programmes.

***ii. Training on Monitoring and evaluation and role of National Assembly Committees***

This training was conducted from 15th to 19th November, 2021 and covered areas of public finance management, monitoring and evaluation. The training was conducted for three National Assembly select committees on National Government Constituency Development Fund; Committee on Delegated Legislation and select committee on Regional Integration Parliamentary Diplomacy.

***iii. Training of the National Assembly Departmental Committee on Trade, Industry and Cooperatives***

**on Governance and Public Sector Leadership Skills**

This training was conducted in Dubai between 6<sup>th</sup> to 10<sup>th</sup> December, 2021 and focused on leadership skills in the public sector. The main objective of the training was to enhance committee member's skills on the principles underlying good governance and effective approaches for better leadership including good corporate governance practices.

The expected outcome for this training was better leadership and effective governance within Parliamentary Committees as well as smooth handover during transition.

**(e) Training for staff of Parliament**

**i. Training on budget document analysis for Fiscal Analysts in the Kenyan Parliament and County Assemblies**

This was a collaborative training between the CPST and the Parliamentary Budget Office (PBO). It focused on budget documents analysis, interpretation and reporting. This three-week training was conducted between 26<sup>th</sup> October to 20<sup>th</sup> November, 2021.

**ii. Legislative Supervisory Course (PSC Mandatory Course II) training**

The course is part of the mandatory course approved by the Commission for staff in PSC Scales 8 to 10. This training focuses on administration and supervision practices in the Legislature, explaining public finance management practices in a legislature. The training was conducted at KALRO offices in Naivasha from 28<sup>th</sup> November to 18<sup>th</sup> December, 2021.

**(f) Training for Members of the County Assemblies**

**i. Bespoke training for Members of Machakos County Assembly**

The CPST conducted training at the CPST offices in Karen between 23<sup>rd</sup> to 27<sup>th</sup> August, 2021. This training focused on law and procedural matters in the legislature with a view of discussing key county Government fiscal documents and identifying the contemporary issues in management of committees.

**ii. Training of Deputy Speakers in the County Assemblies**

This training was organised at the request of County Assembly Forum Training. It was conducted from 11<sup>th</sup> to 15<sup>th</sup> October 2021. The training focused on strategies for strengthening devolved system of Governance through robust and sustainable resource mobilization.

**(g) Training for staff of County Assemblies**

**i. Training on Contemporary office management skills for Personal Assistants and Executive Assistants**

This Training was conducted at the CPST offices in Karen from 11<sup>th</sup> to 15<sup>th</sup> October, 2021. This training was aimed at discussing the value of effective office management and administration skills for Personal Assistants and Executive Assistants in the County Assemblies.

**ii. Training on records management for legislatures for efficient service delivery**

This Training was conducted at the CPST offices in Karen from 30<sup>th</sup>

August to 3rd September, 2021 and was aimed at management and retention and disposal of official records and the role of a Records Officer. Training also focused on value of effective records management policies.

**iii. Training on digitization in a legislative environment for ICT Officers in the County Assemblies**

This Training was conducted at the CPST offices in Karen between 18th to 22nd October 2021. The training targeted ICT officers in the County Assemblies and focused on areas such as E-legislatures, with a description of the process of legislative digital transformation.

**iv. Hansard training for staff of Baringo County Assembly**

This was a bespoke training that focused on the Hansard staff of Baringo County Assembly discussing parliamentary procedures, protocol and etiquette and other salient issues affecting effective operation of the Hansard department of the County Assembly. The training was conducted at the CPST offices in Karen between 25th to 29th October 2021.

**v. Bespoke training on law making and procedural matters for staff of Samburu County Assembly**

This training held at the CPST offices in Karen from 15th to 19th November 2021 was aimed at discussing the key areas of law making and procedural matters of the County Assembly for Samburu government

fiscal documents and the budget making process.

**vi. Customer care training for County Assembly staff**

This training focused on the best practice in managing different customer situations, including complaints and strategies for handling customer's enquiries effectively. This training was held at the CPST offices in Karen from 6th to 10th December 2021.

**(h) Research Activities**

The Directorate planned a number of activities aimed at activating research and making it a strong activity within the CPST's Programme of Training Research and Knowledge Management. The department accomplished the following during the period under review.

**i. Development of a Draft Fellowship Policy**

The CPST Board approved the proposal by the Board to establish a research fellowship at the CPST in order to strengthen research at the Centre. During the period under review, the Research Department developed a draft Policy to guide the establishment.

**ii. Client satisfaction Baseline Survey**

The CPST Board of Management commissioned a client satisfaction baseline survey in May 2021 to help with management of the new performance Management System through the Balanced Scorecard.

The CPST successfully implemented its planned activities for the Financial Year 2021/2022. These activities included training and capacity building offered to Members and staff of Parliament; County Assemblies and Regional Parliaments in line with its legal mandate.

**Tabulate below are the achievements in the fy 2021/2022**

No.	KEY RESULT AREA	ACHIEVEMENT
1.	Programmes formulation in line with PBB	Formulated programmes including the KPIs and Outcomes for Vote 2041, Vote 2042 and vote 2043 for FY 2022/2023
2.	Preparation and finalization of the Budget FY 2022/2023	Prepared the final Budget Estimates for two Votes. This was preceded with; 1. Preparation of 3 Performance review reports 2. Preparation of 3 Subsector reports 3. Project proposal and status reports
3.	Lobbying for funding in the national treasury	Continuous meeting with the National Treasury to lobby for a favourable Budget Ceiling
4.	Reallocation and preparation of supplementary estimates	Carried out reallocation of funds and preparation of Supplementary estimates
5.	Disaggregating the Commission's budget and issuing various AIEs to various cost centers	Facilitated the Accounting Officers in the Issuance of AIEs
6.	Management reports	Prepare several periodic financial performance reports to facilitate decision making with the Parliamentary Service
7.	Controller Of Budget reports	Prepared and forwarded 4 reports to the Controller of Budget as per the requirements of the PFM Act
No.	KEY RESULT AREA	ACHIEVEMENT
8.	Participation/support to various committees and task forces procurement	Nominated Finance officers and Participation in various task forces and committees within the service
9.	Control of Expenditures	Ensured that expenditures were charged to appropriate accounts

**Expenditure Trends**  
**Financial Performance of Parliament**

VOTE	DESCRIPTION	BUDGET ALLOCATION FY2021/22	REVISED BUDGET ESTIMATES FY2021/22	ACTUAL EXPENDITURE	UTILIZATION RATE
		KSHS	KSHS	KSHS	
2041	Parliamentary Service Commission	6,612,314,228	6,777,619,367	6,486,090,774	96
2042	National Assembly	23,502,082,199	23,322,082,199	20,466,287,192	88
2043	Parliamentary Joint Services	5,688,753,573	5,638,753,573	4,992,051,085	89
	Capital Projects	2,065,550,000	2,404,050,000	1,740,031,999	72
	<b>TOTALS</b>	<b>37,868,700,000</b>	<b>38,142,505,139</b>	<b>33,684,461,050</b>	<b>88</b>

From the above table, the overall absorption rate for the Parliamentary Service was 88% of the allocated resources. The absorption rate on capital projects was low mainly due to slow uptake/delays in procurement for a consultant in the purchase and development of CPST land.

**1.1 Financial Performance of Directorate of Finance**

The department had a direct management on the budget of Kshs 1.410 Billion under the finance management services during the financial year. in the year under review; the directorate utilized Kshs 1.258 of the allocated budget. This translates to 89% absorption of the allocated funds.





## Parliament Buildings

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