

COUNTY GOVERNMENT OF KILIFI



COUNTY PUBLIC SERVICE BOARD

REPORT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2024

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Acronyms

AG	Acting
CBA	Collective Bargaining Agreement
CEO	Chief Executive Officer
CGK	County Government of Kilifi
CPSB	County Public Service Board
H.E	His Excellency
HR	Human Resource
ICT	Information Communication Technology
KCGWU	Kenya County Government Workers' Union
KCPSB	Kilifi County Public Service Board
KNUN	Kenya National Union of Nurses
PSB	Public Service Board
PWDs	People With Disabilities
SRC	Salaries and Remuneration Commission

From the Chairperson's Desk

It is my pleasure to present the County Public Service Board's Activities report for the period ending December 31, 2024. This report provides our stakeholders with a detailed account of our activities, the achievements made and the challenges encountered in the execution of our mandate during the period under review.

Our primary focus is on service transformation and engagement of qualified and competent personnel in the County Public Service taking into consideration all legal and constitutional provisions in the process. We have, and will always endeavor to have a highly qualified work force in the county in order to enhance efficiency in public service delivery.

The Kilifi County is home to Nine Mijikenda sub-tribes and other non-indigenous ethnic groups. The County is also home to the Bajunis, Swahilis, Pokomos and other minority tribes.

In the period under review, the Board made a number of recruitments. During this process, an all-inclusive approach was embraced and all ethnic groups were given equal opportunities as envisaged in the Constitution of Kenya, 2010. The process took into account constitutional parameters of diversity and minority rights including religion, gender, ethnicity and disability status. Making such appointments in an economic environment dominated by high unemployment was indeed a challenge.

As a Board, we are committed to our mission, vision and core values and we will continue to pursue our mandate within the confines of the existing legal and constitutional framework. We continue to strive towards improving our performance and public service delivery.

Further, I wish to appreciate the unwavering support and cooperation we have

been accorded by the office of His Excellency the Governor, Deputy Governor, County Secretary, County Executive Committee Members, Chief Officers, staff and all other stakeholders. It is through team spirit, co-operation, collaboration and commitment to working together, that the milestones reached and enumerated in this report have been realized.

Finally, I wish to register my sincere gratitude to the Board members and the Secretariat staff for their team spirit and their tireless effort in creating a conducive work environment that has ensured the successful production of this report.

.....

Mr. Albert J. Mturi
Chairperson

20th December 2024

Date

Executive Summary

Article 235 of the Constitution of Kenya, 2010, establishes the County Public Service Boards. Further, the County Governments Act, 2012 Section 57 stipulates that, there is established a County Public Service Board in each County, which shall be;

- (a) a body corporate with perpetual succession and a seal; and
- (b) capable of suing and being sued in its corporate name.

Section 58 of the County Governments Act, 2012 provides for composition of the County Public Service Board(s) to be comprised of a Chairperson, three but not more than Five members and a Board Secretary, all appointed by the Governor(s) with the approval of County Assemblies.

This is the third Board since inception of devolution. The current Board is composed of the chairperson and three members who were appointed by H.E the Governor on September 11, 2023.

Key achievements during the reporting period include;

- i. Organizational Structures and Staff Establishments were developed and validated through an Executive Order by His Excellency the Governor.
- ii. Recruitment of One Hundred Eighty Eight (188) Staff for the various departments.
- iii. Conversion of Eight Hundred Twenty Seven (827) employees from casual to contractual terms.
- iv. One Thousand Two Hundred Forty One (1,241) employees were promoted to various Job Groups.
- v. Seven Hundred Forty Five (745) employees were confirmed to Permanent and Pensionable terms.
- vi. Re-designation of Fifty Eight (58) employees.
- vii. Suitability interviews and approval of Forty Six (46) candidates.

- viii. Development of the Board’s Strategic Plan 2024-2029.
- ix. Preparation and submission of Report on status of compliance with the Values and Principles in Articles 10 and 232 of the Constitution of Kenya, 2010.
- x. Preparation and submission of the Board’s activities report for the year 2024 to the County Assembly.
- xi. Development of Twelve (12) Human Resource policies and Eight (8) Schemes of Service.
- xii. Approved attachment of Three Hundred Thirty Eight (338) students
- xiii. Negotiated and signed a Collective Bargaining Agreement between the Kenya National Union of Nurses and the County Government of Kilifi.
- xiv. Signed a Recognition Agreement between Kenya County Government Workers’ Union and the County Government of Kilifi

The Board remains committed to delivering its mandate within the confines of the Law.

.....

Mr. Gideon C. Mumba
Ag. Board Secretary/CEO

20th December 2024

Date

CHAPTER 1

1.1 Background of the County Public Service Board

The County Public Service Board (CPSB) is established pursuant to Section 57 of the County Governments Act 2012 which provides that the Board is:

- a) A body corporate with perpetual succession and seal; and
- b) Capable of suing and being sued in its corporate name.

Vision

To be the most efficient County Public Service Board.

Mission

To provide competent and ethical human resource for effective and efficient public service delivery.

Core Values and Principles

The Board's core values and guiding principles are:

- Professionalism
- Teamwork
- Integrity and Accountability
- Fairness and Equity
- Quality Service
- Independence

1.2 Mandate of the Board

The County Governments Act, 2012 Section 59(1) states the mandate of the Board is as follows:

- a) Establish and abolish offices in the County Public Service.
- b) Appoint persons to hold or act in offices of the County Public Service including in Boards of Cities and Urban Areas within the county and to confirm appointments.

- c) Exercise disciplinary control over the County Public Service and remove persons holding or acting in those offices as provided for under this part.
- d) Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board.
- e) Promote in the County Public Service the national values and principles of governance referred to in Articles 10 and 232 of the Constitution of Kenya 2010.
- f) Evaluate and report to the County Assembly on the extent to which the national values and principles of governance, referred to in Articles 10 and 232 of the Constitution of Kenya 2010, are complied with in the County Public Service.
- g) Facilitate the development of coherent integrated human resource planning and budgeting for personnel emoluments in the county.
- h) Advise the County Government on human resource management and development.
- i) Advise the County Government on implementation and monitoring of national performance management system in the counties.
- j) Make recommendations to the Salaries and Remuneration Commission on remuneration, pensions and gratuities for County Public Service employees on behalf of the County Government.

1.3 Composition of the Board

The County Governments Act, 2012 Section 58 stipulates the composition the Board and shall comprise a chairperson, not less than three but not more than five other members, a certified public secretary of good professional standing who shall be the secretary to the Board. Nomination and appointment is done by the Governor, with the approval of the County Assembly. The current Board is comprised of a Chairperson, Vice Chairperson and Two Board Members.

The Board Profile

The following are the Board Members of the Kilifi County Public Service Board.

Figure 1: The Board Profile



Mr. Albert J. Mturi
Board Chairperson



Ms. Susan Kadzo Mumba
Vice Chairperson



Mr. Attas Sharif Ali
Board Member



Dr. Francis Kalama Fondo
Board Member

1.5 The Secretariat

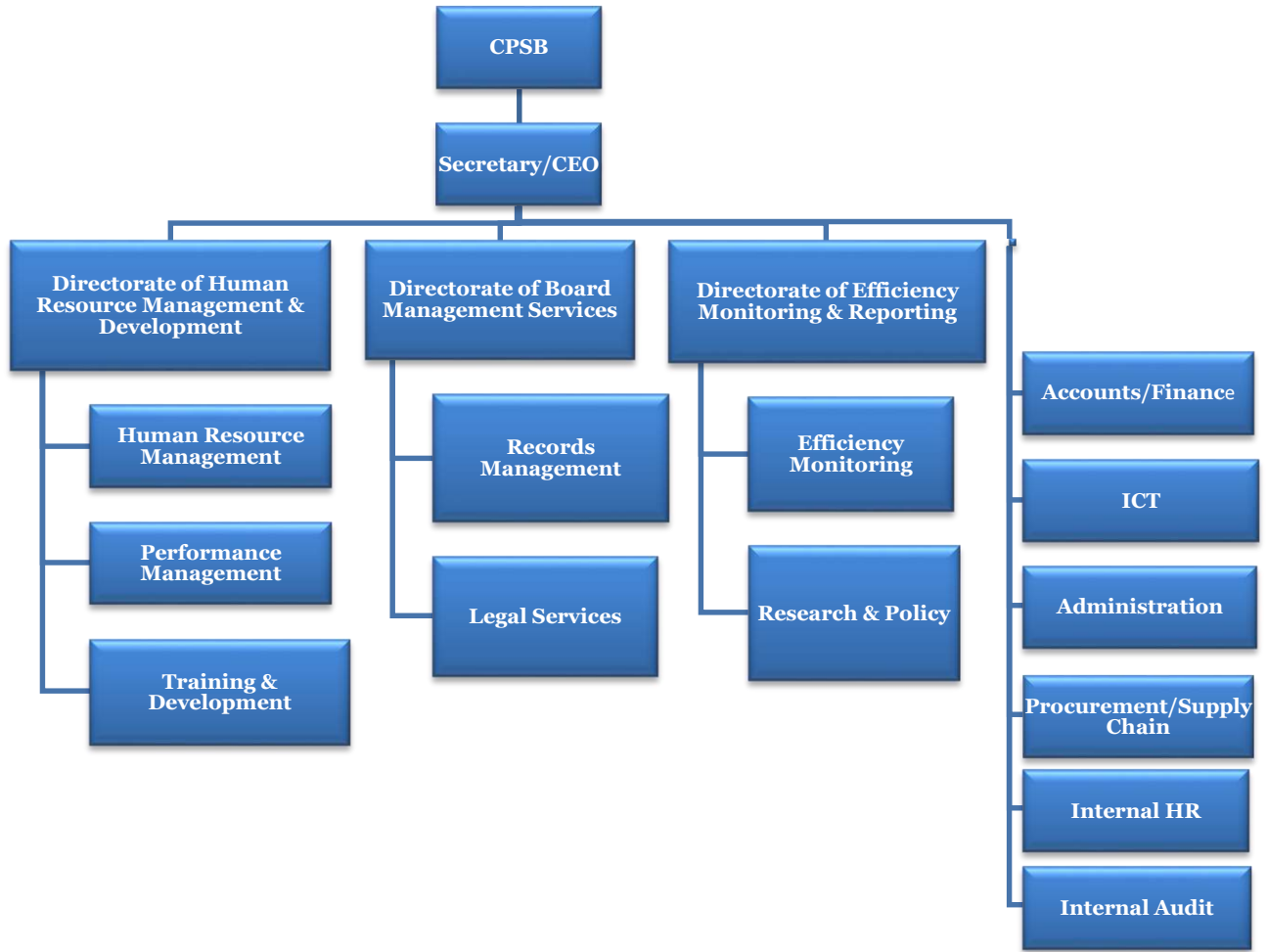
The operations of the Board are performed by a Secretariat headed by the Acting Board Secretary/CEO. The Acting Board Secretary is in charge of coordinating activities of the Board and ensuring that these activities are implemented efficiently.

Figure 2: Head of Secretariat



Mr. Gideon C. Mumba
Acting Board Secretary/CEO

Figure 3: Organogram of the Board



CHAPTER 2

2.1 The Board's Committees

The Board performs its mandate through Board Committees. These Committees perform specific functions as contained in the Board Charter. The Board has five committees which report to the full Board. Each of these committees is composed of two Board members and one Secretariat staff. The Secretariat staff, attached to each committee, serves as the Secretary to the committee. The following are the Board committees:

- i. Recruitment and Selection Committee
- ii. Performance Management Committee
- iii. Planning, Monitoring and Reporting Committee
- iv. Human Resource Management and Development Committee
- v. Compliance and Quality Assurance committee

2.1.1 The Recruitment and Selection Committee

This Committee is responsible for recruitment, selection and appointments of public servants in the county.

Functions of the Committee

Functions of the Recruitment and Selection Committee are detailed hereunder;

- Receive recruitment requests from departmental Authorized Officers and review to ensure they conform with the County Governments Act 2012, Approved Departmental Structures/Organograms, Approved Staff Establishments, various Schemes of Service and other relevant government circulars;
- Prepare job adverts and Advertisement;
- Prepare guiding notes/criteria to the preliminary selection sub committees;
- Short list applicants for interview;
- Schedule interviews and invite short listed candidates;

- Prepare interview questions;
- Compose interview panels;
- Undertake interviews;
- Prepare and submit interview reports to the full Board;
- Conduct psychometric tests for top candidates;
- Prepare and submit a list of recommended candidate (s) for review and approval by the Board;
- Debrief unsuccessful interviewees;
- Maintain applicants' data base; and
- Submit recruitment and selection reports to the full Board.

Activities of the Committee

a. Selection and Appointments

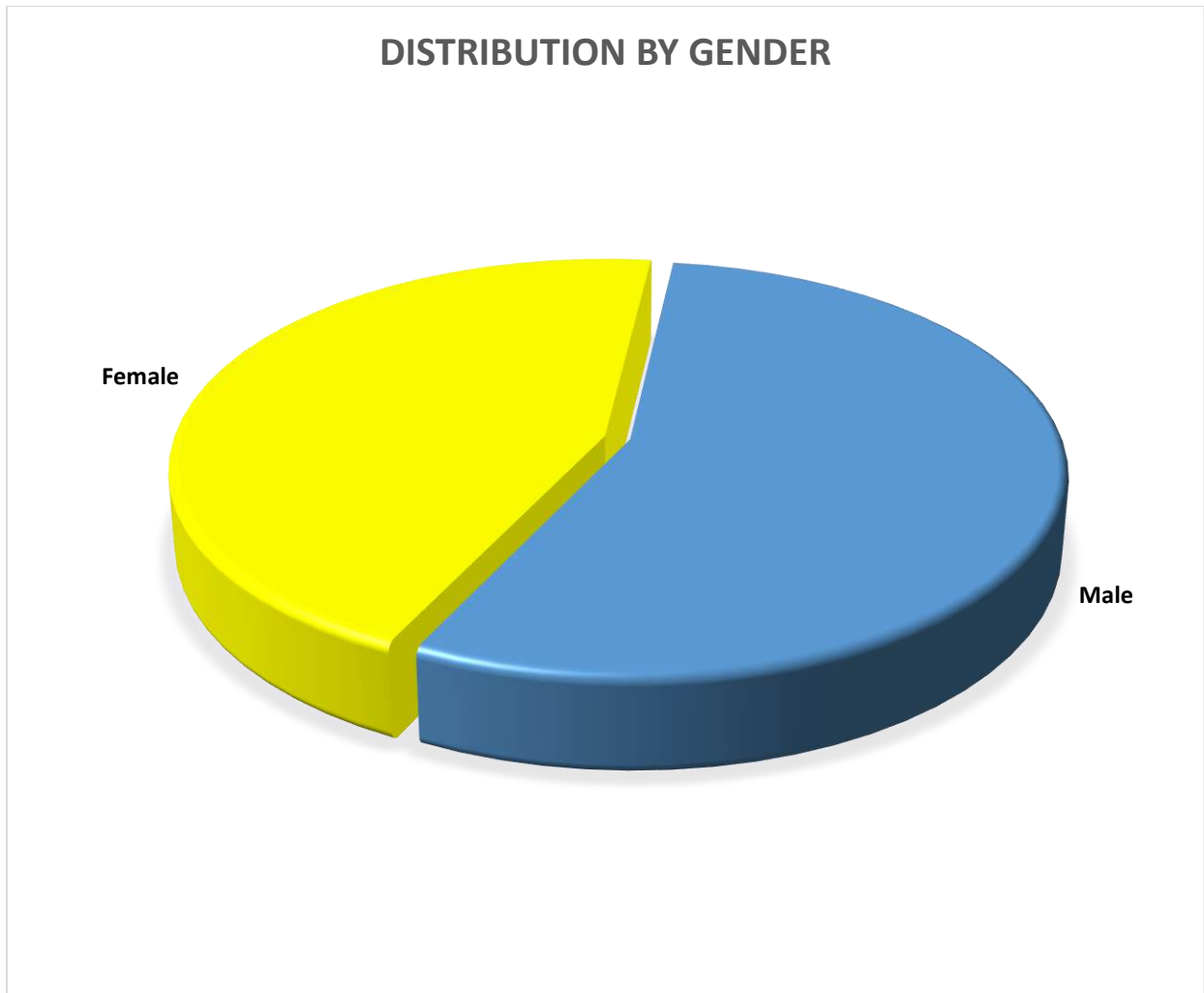
During the period under review, the Board appointed a total of one hundred and eighty - eight (188) Staff. The following is the distribution by:

i. Gender

Table 1: Distribution by Gender

S/No.	Gender	Number of Appointees	Percentage
1.	Male	104	55%
2.	Female	84	45%
	Totals	188	100%

Figure 4: Distribution by Gender



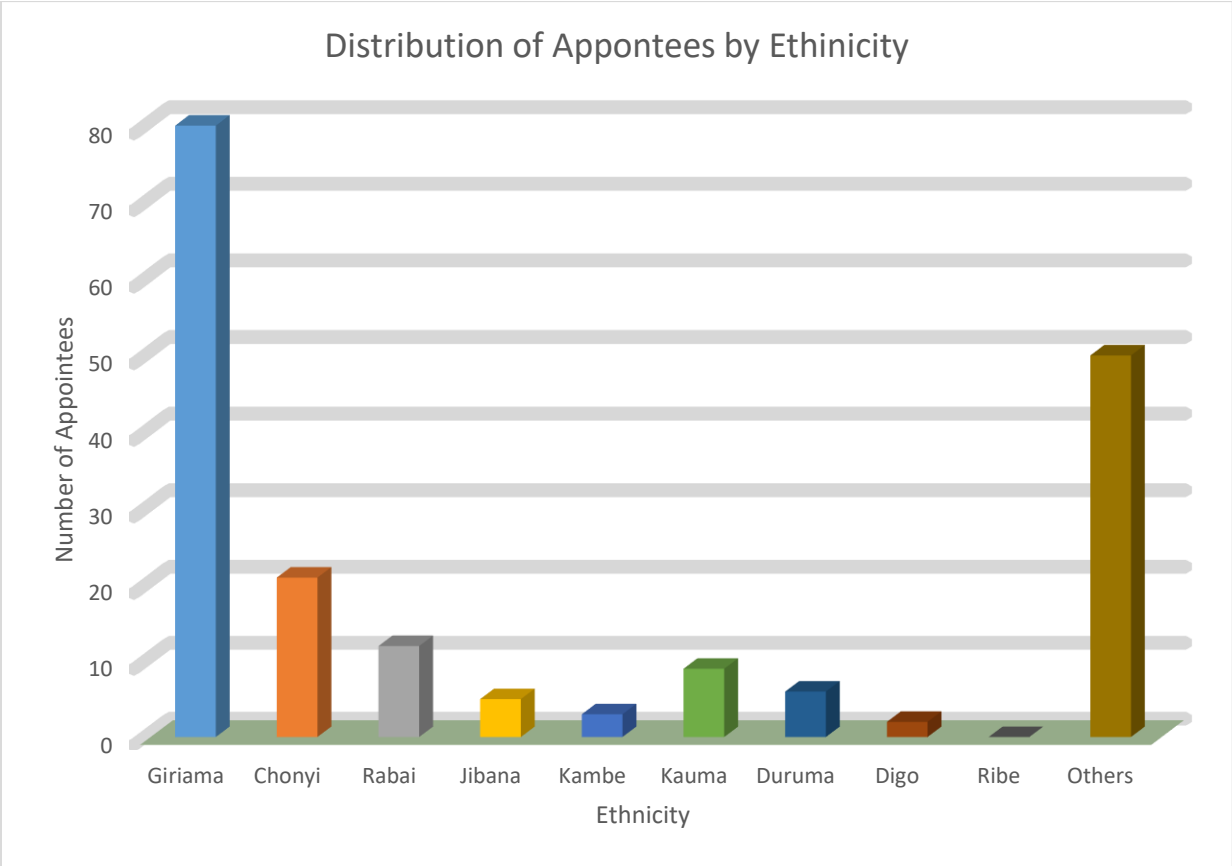
ii. Ethnicity

Table 2: Distribution by Ethnicity

S/No.	Particulars	Frequency	Percentage
1.	Giriama	80	42.88
2.	Chonyi	21	11.17
3.	Rabai	12	6.38
4.	Jibana	5	2.66
5.	Kambe	3	1.6

6.	Kauma	9	4.79
7.	Duruma	6	3.19
8.	Digo	2	1.06
9.	Ribe	0	0
10.	Others	50	26.6
	Total	188	100

Figure 5: Distribution by Ethnicity

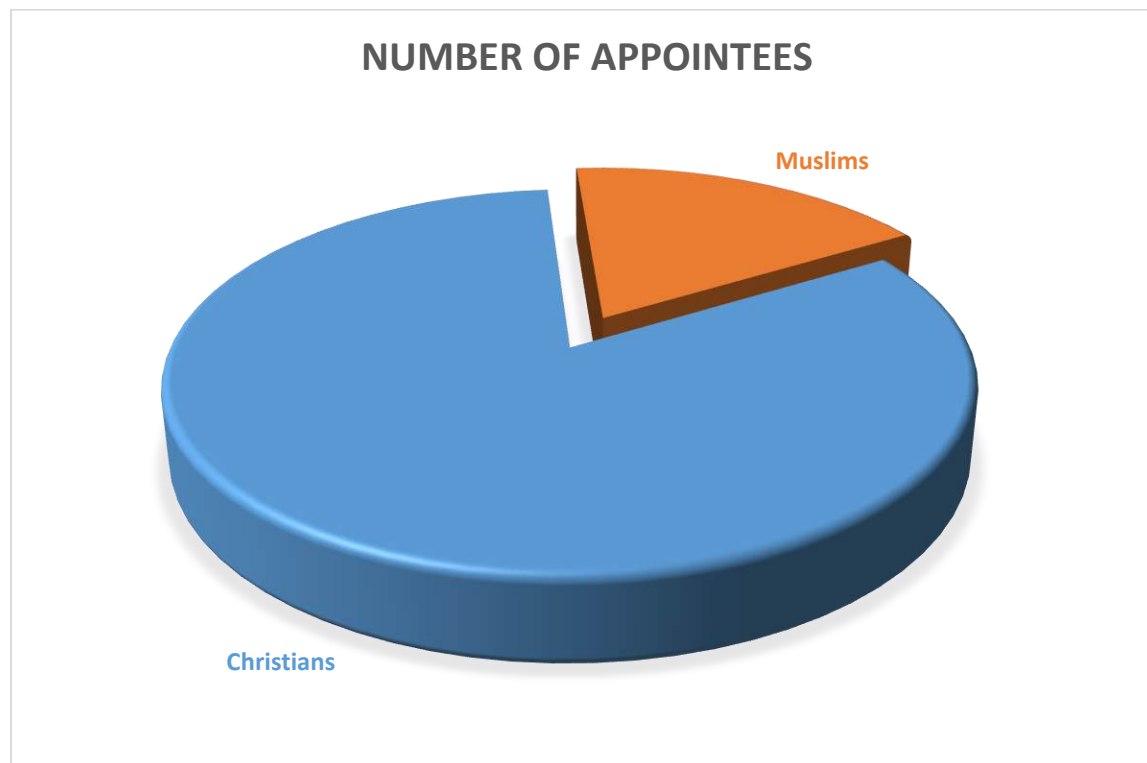


iii. Religion

Table 3: Distribution by Religion

S/No.	Particulars	Frequency	Percentage
1.	Christian	155	82%
2.	Muslims	33	17%
	Totals	188	100%

Figure 6: Distribution by Religion



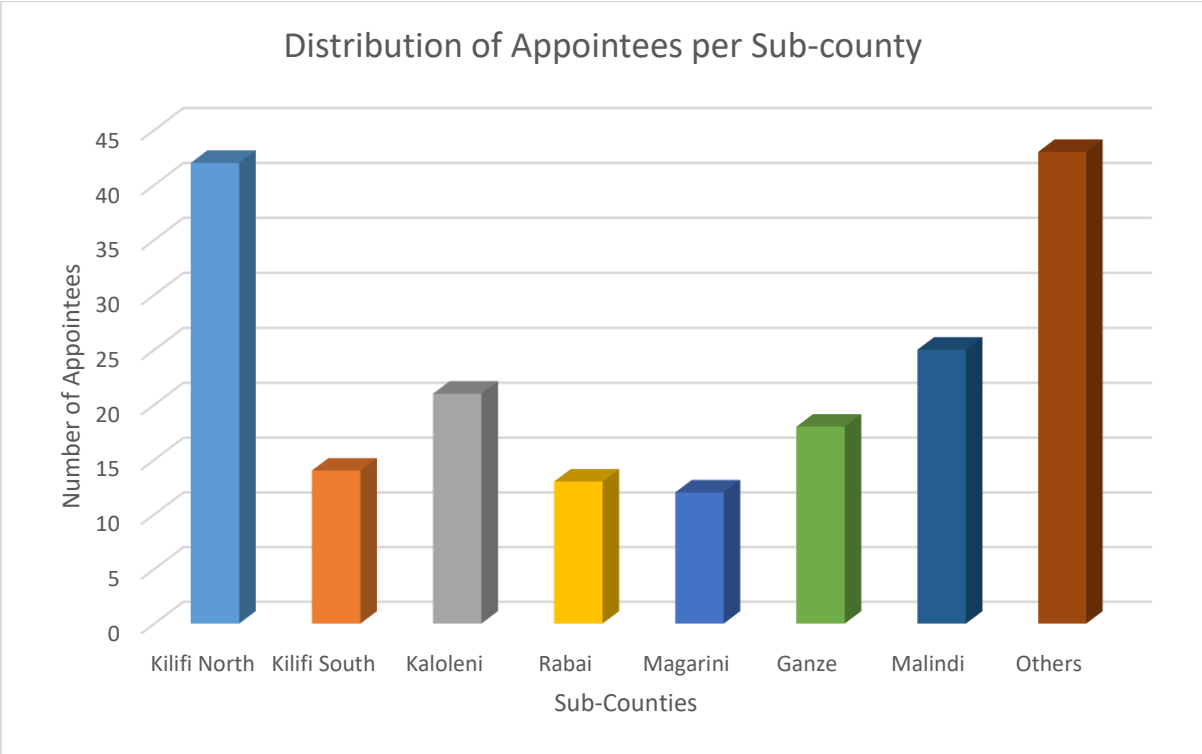
iv. Sub County

Table 4: Distribution by Sub-County

S/No.	Sub-County	Number of Appointees	Percentage
1.	Kilifi North	42	22
2.	Kilifi South	14	7
3.	Kaloleni	21	11
4.	Rabai	13	7

5.	Magarini	12	6
6.	Ganze	18	10
7.	Malindi	25	13
8.	Others	43	23
	Totals	188	100

Figure 7: Distribution by Sub-County



v. Wards

Table 5: Distribution by Wards

S/No.	Ward	No. of Appointees
1	Sokoni	21
2	Mnarani	4
3	Tezo	4

4	Watamu	1
5.	Dabaso	4
6.	Matsangoni	4
7.	Kibarani	5
8.	Chasimba	4
9.	Mwarakaya	5
10.	Junju	1
11.	Mtepeni	1
12	Shimo la Tewa	3
13	Kaloleni	15
14	Mwanamwinga	1
15	Mariakani	4
16	Kayafungo	1
17	Rabai – Kisurutini	5
18	Mwawesa	3
19	Kambe – Ribe	2
20	Ruruma	3
21	Malindi Town	1
22	Ganda	4
23	Jilore	4
24	Shella	12
25	Kakuyuni	4
26	Ganze	6
27	Jaribuni	5
28	Bamba	3
29	Sokoke	4
30	Gongoni	2
31	Magarini	2
32	Marafa	2

33	Garashi	4
34	Adu	1
35	Sabaki	1
36	Others	42
	Total	188

vi. County Departments

Table 6: Distribution by Departments

S/No	Department	Frequency	Percentage
1	Executive Office of the Governor	31	16%
2	Lands, Energy, Housing, Physical Planning and Urban Development	3	2%
3	Public Service Administration, Communication and Participatory Development	5	3%
4	Finance, Economic Planning and Resource Mobilization	17	9%
5.	Water, Environment, Forestry, Natural Resources and Solid Waste Management	5	3%
6.	Education, Information Communication Technology and Innovation	9	5%
7.	Health and Sanitation Services	80	43%

8.	Agriculture, Fisheries, Blue Economy, Livestock Development and Irrigation	2	1%
9.	Gender, Youth, Sports and Social Services	4	2%
10.	Roads, Transport and Public Works	21	11%
11.	Office of the County Attorney	1	1%
12	Trade, Tourism, Culture, Heritage and Cooperative Development	2	1%
13	Municipalities	8	4%
	Total	188	100%

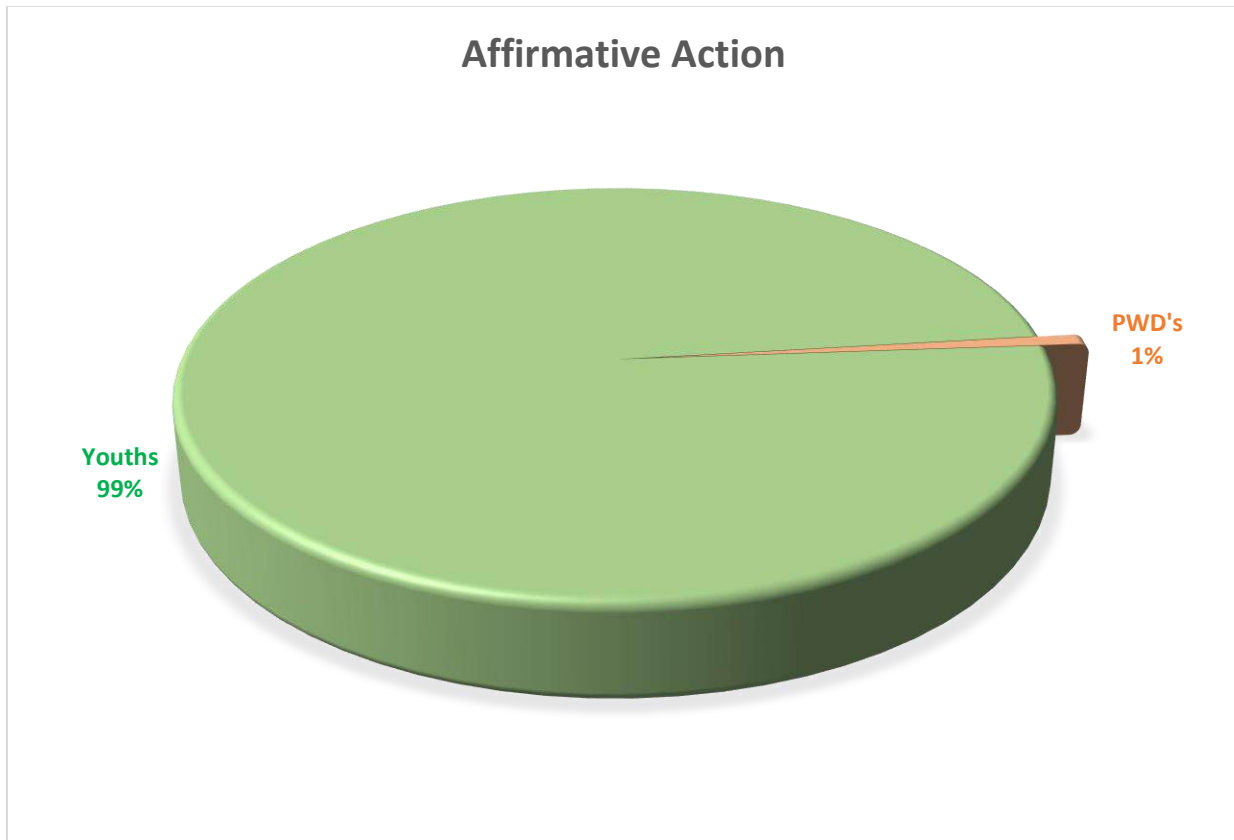
vii. **Affirmative Action:**

During the year, Youth and People with Disabilities (PWD's) were appointed as per the table below;

Table 7: Appointment of Youths and PWDs

S/No.	Description	Number of Appointees
1.	Youth's	128
2.	PWD's	1
	Total	129

Figure 8: Appointment of Youths and PWDs



b. Conversion of casual employees to term contractual employees.

During the reporting period, Eight Hundred Twenty Seven (827) casual employees were converted to term contract employees.

c. Verification of Departmental and Municipal Casual Employees.

The verification exercise was conducted during the reporting period. As a result, All Departmental and Municipal casual employees were verified.

d. County Government of Kilifi Staff Exit Report during the year 2024

A total of Fifty Six (56) employees exited from the County Public Service during the period under review. Hereunder is a tabulation of the number of staff per department and reasons thereof.

Table 8: Staff Exit Report

S/No.	Department	Frequency	Reason for Exit
1.	Lands, Energy, Housing, Physical Planning and Urban Development	1	Mandatory Retirement
2.	Public Service Administration, Communication and Participatory Development	5	Mandatory Retirement
3.	Finance, Economic Planning and Resource Mobilization	8	7 Mandatory Retirement 1 Resignation
4.	Water, Environment, Forestry, Natural Resources and Solid Waste Management	3	Mandatory Retirement
5.	Education, Information Communication Technology and Innovation	8	2 Deaths 2 Transfer of Service 4 Expiry of Contract
6.	Health and Sanitation Services	15	8 Mandatory Retirement 4 Resignations 2 Expiry of Contract 1 Death
7.	Agriculture, Fisheries, Blue Economy, Livestock Development and Irrigation	12	3 Transfer of Service 9 Mandatory Retirement
8.	Roads, Transport and Public Works	1	Early Retirement
9.	Trade, Tourism, Culture, Heritage and Cooperative Development	3	Mandatory Retirement
	Total	56	

2.1.2 The Performance Management Committee

The Performance Management Committee is anchored in section 59(i) of the County Governments Act, 2012 which states that one of the functions of the Board is “..... ***to advise the County Government on Implementation and Monitoring of the National Performance Management System in Counties.***”

The formation of the committee is therefore in compliance with both the Constitution and the County Governments Act, 2012.

Functions of the Committee

The following are the main functions of the Committee: -

1. Coordinate and manage Job Evaluation
2. Sensitize the County Public Service on job evaluation and its impact (Change Management)
3. Coordinate the Implementation of Job Evaluation reports
4. Lead and co-ordinate the harmonization of departmental schemes of service
5. Implement and harmonize schemes of service in departments
6. Advise/coordinate training of relevant Human Resource (at County and Board level) on Performance Management
7. Advise the Executive on Performance Contracting process and support its county wide implementation
8. Facilitate the sensitization of County Public Service on Performance Management (purpose, benefits)
9. Develop tools and support the rolling out of the Performance Appraisal in the County Public Service
10. Receive and keep performance appraisal forms of the County Public Service for safe custody

11. Facilitate the utilization of performance appraisal forms to inform trainings, promotions and designations
12. Undertake exit interviews
13. Develop and submit quarterly reports to the Board

Other functions of the committee

1. Confirmation of appointments
2. Processing promotion requests
3. Processing re-designation requests
4. Proper placements
5. Carry out suitability Interviews

Activities of the Committee

a. Promotion of County Employees

During the reporting period, the Performance Management Committee presented Staff promotions to the Board for the following departments:

- i) Health and Sanitation Services
- ii) Education & ICT
- iii) Finance and Economic Planning
- iv) Roads, Transport and Public Works
- v) Devolution, Public Service and Disaster Management
- vi) Agriculture, Livestock Development and Fisheries
- vii) Gender, Culture & Social Services
- viii) Water Services, Environment, Forestry and Solid Waste Management
- ix) Lands, Energy, Housing and Physical Planning
- x) Trade, Industrialization, Cooperative Development Tourism and Wildlife
- xi) Executive
- xii) County Public Service Board

The Board deliberated and approved One Thousand Two Hundred Forty One (1,241) applications for promotion. A detailed analysis of the number of applications received and approved is provided below;

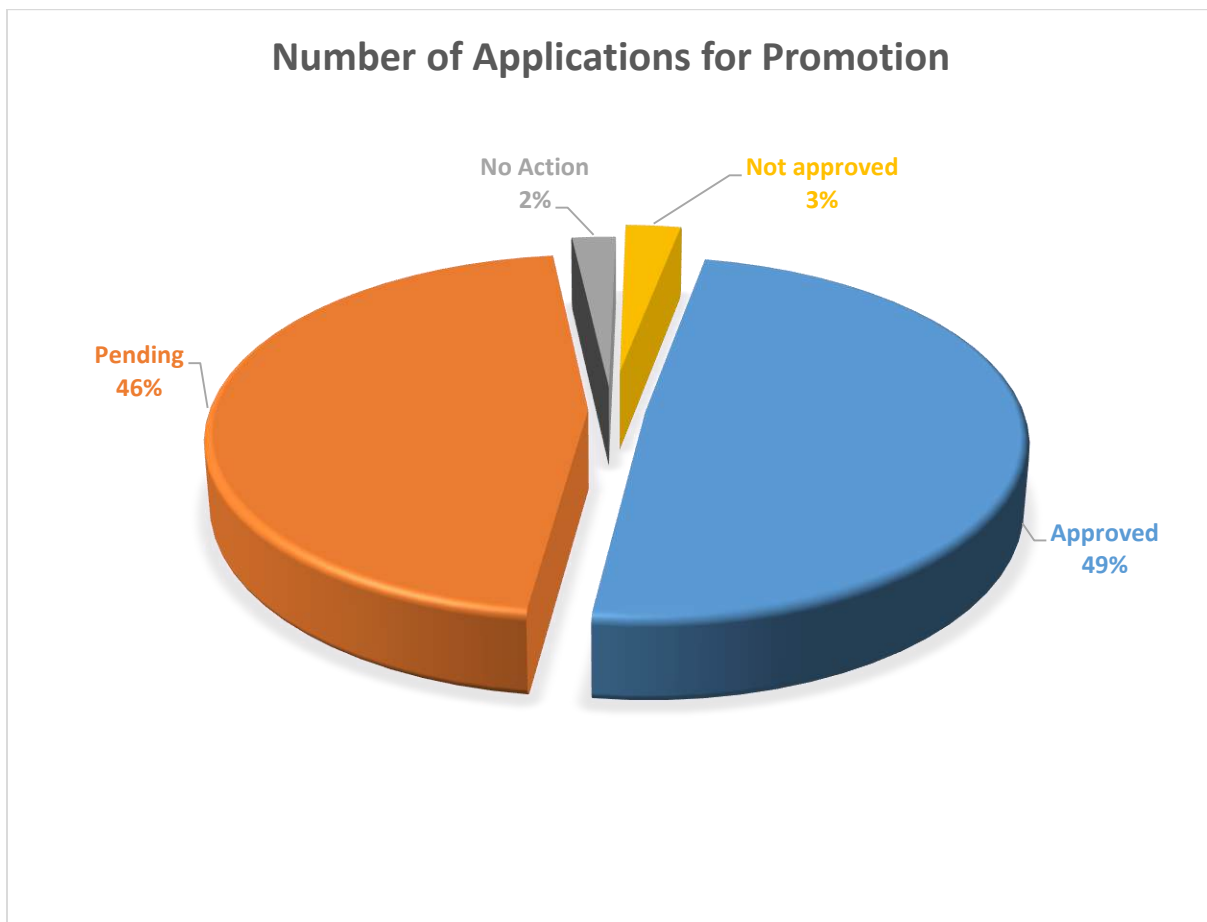
Table 9: Promotion of Staff

S/No.	Department	No. of Applications	Approved Promotions	Pending	No Action	Not Approved
1	Health and Sanitation Services	1008	719	240	27	22
2	Education & ICT	716	8	708	0	0
3	Finance and Economic Planning	102	22	75	5	0
4	Roads & Public Works	150	110	30	1	9
5	DPSM	112	91	17	0	4
6	Agriculture, Fisheries, Blue Economy & Irrigation	190	130	26	13	21
7	Gender & Social Services	20	16	3	0	1
8	Water, Environment &	125	65	47	6	7
9	Lands	43	26	11	2	4
10	Trade, Tourism, Co-operatives Development	45	39	6	0	0
11	Executive	6	4	1	0	1
12	CPSB	11	11	0	0	0
	TOTAL	2528	1241	1164	54	69

The Pending applications were submitted late from two Departments;

1. Finance, Economic Planning and Resource Mobilization.
2. Health and Sanitation Services

Figure 9: Applications for Promotion



b. Confirmation of County Employees

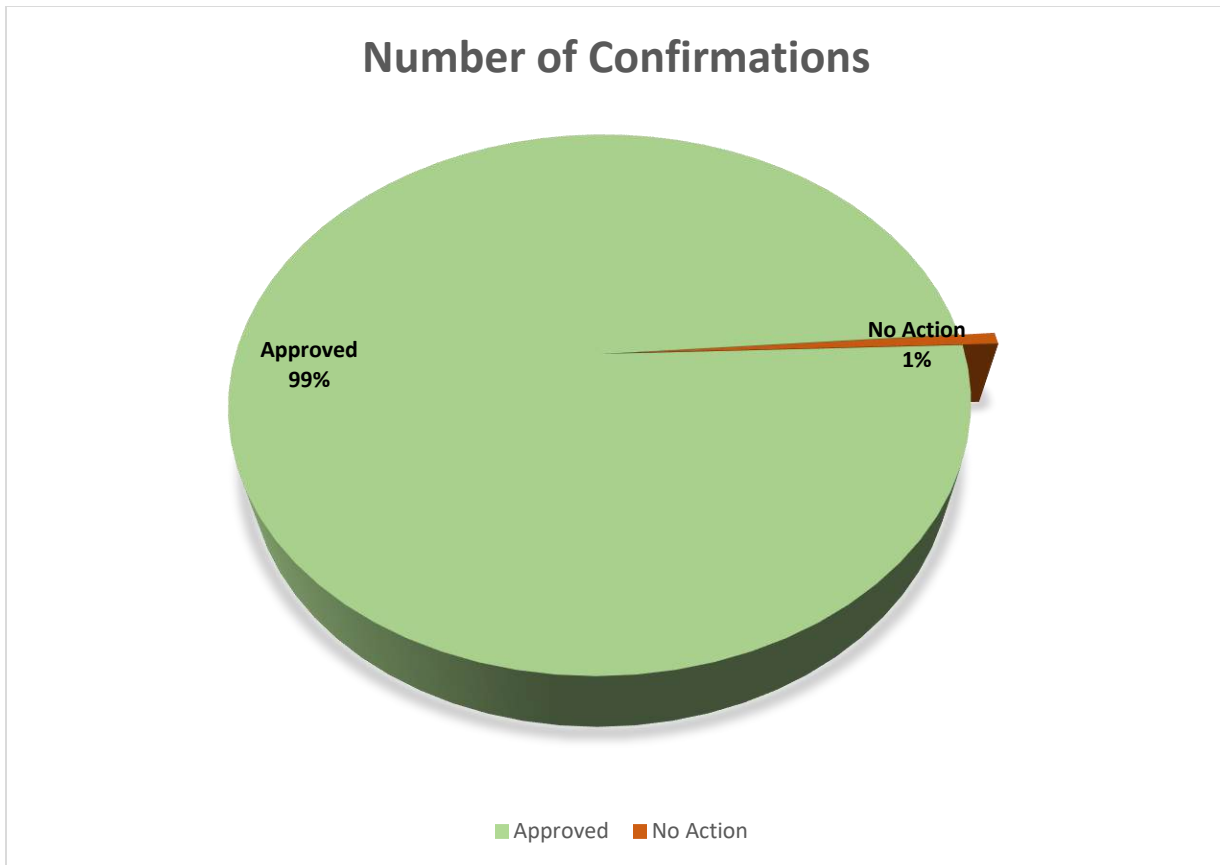
During the year under review, staff confirmations for Eight (8) departments were presented to the Board for approval. A total of Seven Hundred Forty Five (745) applications were presented to the Board out of which Seven Hundred Forty (740) County employees were confirmed to permanent and pensionable terms. Therefore, the Board approved 99% of the applications for confirmation.

The table below is a summary of the outcome.

Table 10: Confirmation of County Staff

S/No.	Department	Number of Applications	Approved	No Action
1	CPSB	3	3	0
2	WATER	14	14	0
3	TRADE	28	28	0
4	EDUCATION & ICT	381	381	0
5	AGRICULTURE	76	76	0
6	FINANCE	6	6	0
7	DPSM	7	5	2
8	HEALTH	230	227	3
	TOTAL	745	740	5

Figure 10: Staff Confirmations



c. Re-designation of County Employees

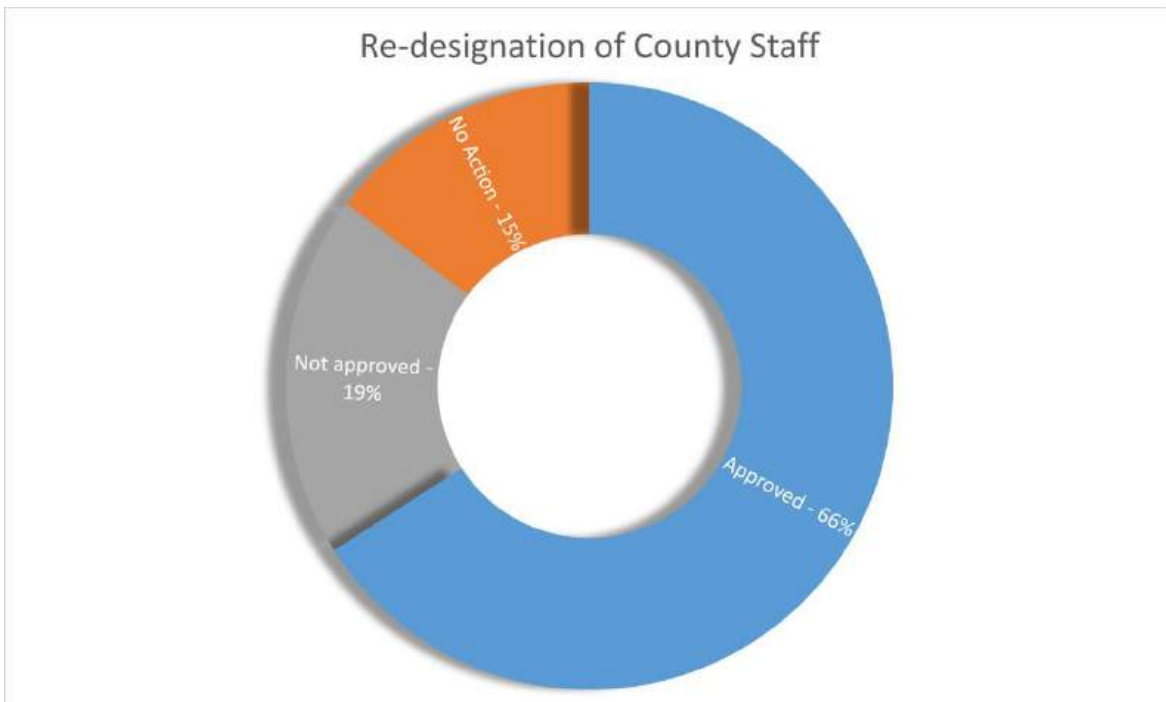
During the year, Eighty Eight (88) re-designation requests from various departments were presented to the Board for approval, out of which, Fifty Eight (58) County employees representing 66% of the requests were approved by the Board.

Details of re-designations are contained in the table hereunder.

Table 11: Re-designation of County Staff

S/ No.	Department	Number of Applications	Approved Re-designations	No Action	Not Approved
1	DPSM	15	4	4	7
2	EDUCATION & ICT	1	1	0	0
3	FINANCE	3	2	0	1
4	ROADS	4	4	0	0
5	AGRICULTURE	4	4	0	0
6	LANDS	3	1	2	0
7	HEALTH	51	38	6	7
8	WATER	5	2	1	2
9	CPSB	2	2	0	0
	TOTAL	88	58	13	17

Figure 11: Re-designation of County Staff



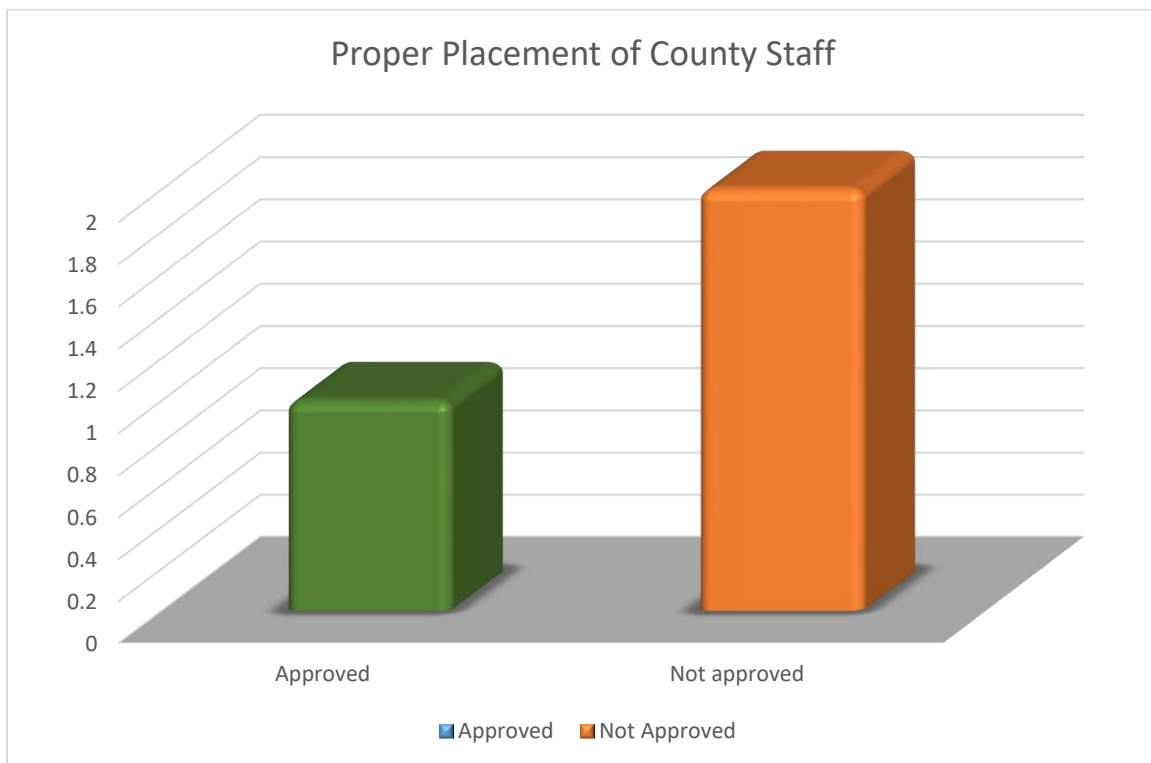
d. Proper Placement of County Staff

The Committee presented Three (3) requests for proper placements to the Board. Out of the Three (3) requests, only one (1) was approved by the Board. The table below is a summary of the outcome.

Table 12: Proper Placement of County Staff

S/No.	Department	Number of Applications	Approved Applications	Not Approved
1	Finance & Economic Planning	1	1	0
2	Health and Sanitation Services	2	0	2
	TOTAL	3	1	2

Figure 12: Proper Placement of County Staff



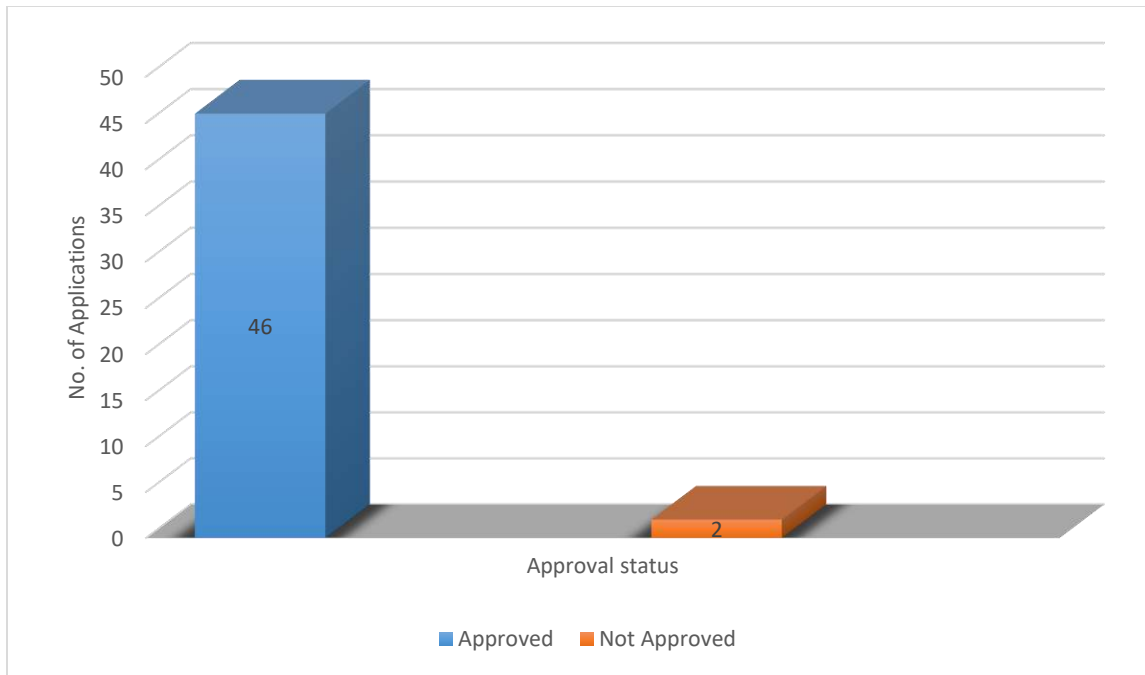
e. Suitability Interviews

The Committee conducted suitability interviews for Forty Eight (48) Officers during the period under review. as per the details contained in the table below;

Table 13: Suitability Interviews conducted during the year

Department	Number of Applications	Approved	Not Approved
Health & Sanitation Services	36	35	1
Education & ICT	1	1	0
Finance, Economic Planning & Resource Mobilization	2	2	0
Roads, Transport & Public Works	1	1	0
Agriculture and Livestock Development	5	4	1
Gender, Culture Social Services, Youth Affairs	3	3	0
TOTAL	48	46	2

Figure 13: Suitability Interviews done during the year



2.1.3 The Planning, Monitoring and Reporting Committee

This Committee is responsible for strategic and annual planning, monitoring, Human Resource audits reporting and pension schemes.

Functions of the Committee

- i. Coordinate the development of the Strategic plan
- ii. Coordinate the monitoring and implementation of the Strategic Plan
- iii. Coordinate and monitor the development and implementation of committees' Annual plans
- iv. Coordinate the development of Board's annual budget
- v. Monitor the County budget making process
- vi. Monitor the implementation of the County budget
- vii. Make specific recommendations on pensions for the County Public Service
- viii. Make periodic consultative meetings with the County Executive on the performance of the pension schemes in place in the County Public Service
- ix. Monitor the remittance of staff statutory deductions to various state organs

- x. Make recommendations to SRC on pensions, remuneration and gratuities for the county public service
- xi. Prepare the Board's Annual Activity report for Board's approval and onward submission to the County Assembly
- xii. Prepare the report on County Public Service compliance with National Values and Principles of governance for Board's approval and onward submission to the County Assembly
- xiii. Prepare and submit monthly staff returns' report
- xiv. Prepare staff turnover report and submit the same to the Board
- xv. Conduct annual staff audits
- xvi. Conduct payroll audit
- xvii. Submit planning, monitoring and reporting reports to full Board

Activities of the Committee

a. Development of the 2024/2025 Budget

During the year under review, the committee undertook alignment of all Board Committees activities and plans to budgetary allocations. Targets were set and financial recourses allocated to all activities expected during the year. These activities were implemented during the year.

b. Performance Review and Target Setting

At the beginning of the reporting period, targets for all the committees were set. Review of performance of the Committee and targets has been a continuous process. Due to the regular reviews, the Board managed to achieve almost all the planned activities during the period ending December 31, 2024.

c. Annual Development Plan

The Committee played a critical role in formulating the County Annual Development Plan aimed at spurring development within the County through proper utilization of available financial resources.

d. Strategic Plan 2024 - 2029

At the onset of the reporting period, the Board embarked on developing a Strategic Plan for the period from 2024 to 2029. This Strategic Plan is intended to provide direction of the Board's activities towards delivery of its mandate. The Plan was developed in-house and by June 2024, a draft Strategic Plan was ready for validation.

The final draft of the Plan was subjected to a validation process as follows;

Validation Process

- i. The first Internal validation of the Strategic Plan 2024-2029 was done from 19th August 2024 to 23rd August 2024 by the Board Members and Senior Secretariat Staff of the Board. During this activity, All Chapters and Appendices of the Strategic Plan were presented and insights shared.
- ii. The 2nd Internal Validation exercise was conducted on the 11th day of September 2024. All Board members and Secretariat Staff participated in this activity. Presentation of the Strategic Plan was done and further insights were shared.
- iii. External Validation of the Strategic Plan was done on the 14th day of November 2024. External Stakeholders were accorded an opportunity to familiarize themselves with the Board's Strategic Plan and shared their insights. These insights were analyzed and incorporated in the Strategic Plan.

Figure 14: Group Photo taken during External Validation of the Board's Strategic Plan 2024-2029



e. National Values and Principles of Public Service

i. Promotion of National Values and Principles of Public Service.

During the reporting period, County Public Servants were sensitized on the Constitution of Kenya, 2010, Articles 10 and 232 (National Values and Principles of Public Service). These include Departmental Administrators, Departmental Human Resource Officers, Municipality Administrators and Municipality Human Resource Officers.

This activity was conducted in line with the County Governments Act, 2012, Section 59 (e).

ii. Report on the Extent to which National Values and Principles of Public Service are Complied with in Kilifi County.

Pursuant to the County Governments Act, 2012, Section 59 (f), the Board conducted a survey on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the Kilifi county public service.

This survey was conducted in all the County Departments, Funds, Municipalities, Water Companies and the County Public Service board from October to December 2024. The report was approved by the Board at a meeting held on 19th December 2024. Submission to the County Assembly was done as stipulated by the law.

e. Board's Activities Report for the Year 2024

The County Governments Act, 2012, Section 59 (d), requires the Board to prepare regular reports for submission to the county assembly on the execution of the functions of the Board. Accordingly, this Board's activities report was prepared progressively throughout the reporting period and was duly approved by the Board on 20th December, 2024 for submission to the County Assembly.

Figure 15: Group Photo taken during a Consultative Meeting between SRC and the Board



2.1.4 The Human Resource Management and Development Committee

This Committee is responsible for human resource policy, training and development, talent management, coordinating and monitoring internships and volunteer management for county public service.

Functions of the Committee

Functions of the Human Resource Management and Development Committee are highlighted hereunder;

a. Industrial Relations

1. Ensuring industrial peace and harmony in the county

2. Providing mechanisms for negotiations between the County Government and the trade unions for terms and conditions of service of unionsable employees.
3. Enhancing co-operation between the County Government in its capacity as an employer, and its employees in all matters affecting the County Public Service.
4. Advising the County Government on the rights of employer and employees.
5. Promoting efficiency and productivity in the County Public Service through healthy Industrial Relations.
6. Ensuring diversity, inclusiveness and equity at the work place as per article 10 (2) (b) of the Constitution of Kenya 2010
7. Participating in resolving Industrial disputes in the County
8. Sensitizing the County Public Service on Industrial Relations and new Labor Laws.

b. Training and Development

1. Advising the County Government on Human Resource Development including Training Needs Assessment and capacity building
2. Planning, managing and coordinating training in the county public service
3. Ensuring continuous upgrading of core competencies, knowledge, skills and attitudes of Public Officers including their ability to assimilate technology to enable them create and seize opportunities for career growth, social advancement, economic growth and development.
4. Advising the County departments on implementation of training development policy especially the requirements for county public officers to have at least five (5) days training in a year while newly recruited or transferred officers must be inducted within three months of joining County Public Service.
5. Reviewing course approvals for officers proceeding on authorized training in accordance with service regulations before forwarding them to the Board.

6. Conducting Training Needs Assessment for the Board
7. Advising County Government on development and implementation of mentorship, volunteerism and internship programs
8. Determining financial contributions to be made by officers proceeding for training for more than three months.
9. Developing and submitting quarterly reports to the Board.

Activities of the Committee

a. Development of Human Resource Policies

During the reporting period, the Committee developed Twelve (12) Human Resource policies as listed hereunder;

- 1 Code of Conduct and Ethics
- 2 Delegation of authority by County Public Service Board to authorized officers in Kilifi County Government
- 3 Disciplinary Procedures Manual
- 4 Gender Mainstreaming Policy
- 5 Disability Mainstreaming Policy
- 6 Workplace Policy on Alcohol, Drugs and substance abuse
- 7 HIV and AIDS Workplace Policy
- 8 Guidelines an Industrial Attachments, Internships and Volunteers
- 9 Recruitment and Selection Policy
- 10 Performance Management Policy Guidelines
- 11 Training and Development Policy
- 12 General Human Resource Management Provisions

b. Development of Schemes of Service for the County emerging cadres

The Committee developed Eight (8) Schemes of Service during the period under review. Details of these schemes are given in the table below;

Table 14: Schemes of Service for Emerging Cadres

S/No.	Department	Item Description
1	Gender	Community Development Officers
2	Health Services	Morticians And Farewell home Attendants
3	County Attorney	Legal officers
4	DPSM	Enforcement officers
5		Beach Safety Officers
7	Water	Environmental officers
8	Finance	Project management officers

Figure 16: Group Photo taken during presentation of Schemes of Service for Emerging Cadres



c. Development of organization structures and staff establishments for each department in the county

During the year under review, Organizational Structures and Staff Establishments for all Departments were developed and validated through an Executive Order by His Excellency the Governor.

Figure 17: Photo taken during signing of Executive Order on Staff Establishments and Organization Structures



d. Labour relations

- i. The Committee negotiated terms and conditions of Employment, concluded and signed a Collective Bargaining Agreement between the Kenya National Union of Nurses and the County Government of Kilifi.

Figure 18: Photos taken during signing of the CBA between KNUN and the CGKi



- ii. The Board also signed a Recognition Agreement between Kenya County Government Workers' Union and the County Government of Kilifi

Figure 19: Photo taken during signing of Recognition Agreement between the KCGWU and the CGK



e. Induction

Induction training of the Eight Hundred Twenty Seven (827) contract employees on the Public Service Code of Conduct and Pension management.

f. Administrative Actions

Administrative actions made by the committee and approved by the County Public Service Board.

Students On Attachment

Table 15: Attachments during the year

S/No.	Department	Number of Students
1	Education and ICT	69
2	Water	18
3	Finance	76
4	Gender	38
5	Lands	40
6	Public Service Management	15
7	Public Works	23
8	Trade	11
9	Agriculture	42
10	Kilifi Municipality	2
11	Malindi Municipality	2
12	Public service Board	2
	TOTAL	338

2.1.5 The Compliance and Quality Assurance Committee

This committee is responsible for governance, ethics, discipline, appeals and compliance audits.

Functions of the Committee

Functions of this committee are as outlined hereunder;

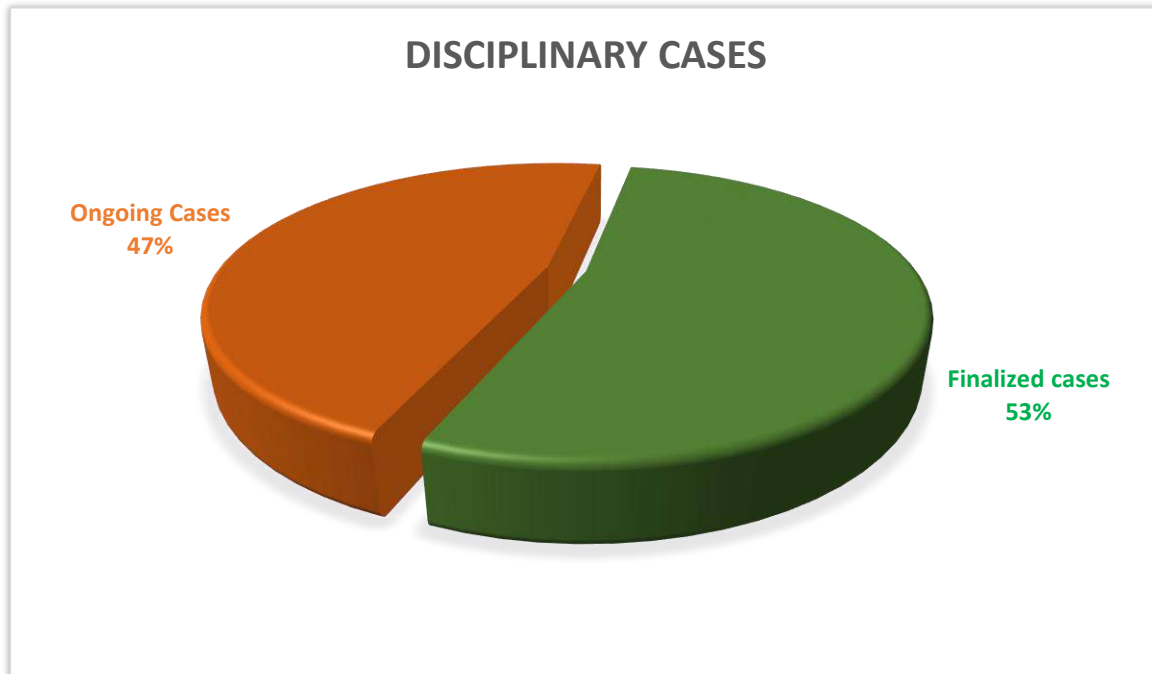
- i. Monitor and advise the Board on developments and emerging best practices in governance
- ii. Periodically review and, if appropriate, recommend to the Board approval of governance initiatives as may be necessary or desirable in order to enhance its operational success
- iii. Plan and undertake periodic sensitization meetings and forums among staff in order to promote, in the County Public Service the values and principles referred to in Articles 10 and 232;
- iv. Ensure County Public service staff comply with the National Values and principles of Governance as per article 10 and 232 of the Constitution of Kenya 2010
- v. Ensure that County Public Service staff comply with the code of ethics
- vi. Sensitize County Public Service staff on code of ethics
- vii. Monitor and evaluate County Public Service compliance with values and principles referred to in article 10 and 232 of the Constitution of Kenya 2010
- viii. Administer Declaration of Income and Liabilities(DIALs) in the County Public Service
- ix. Monitor compliance to the County Governments Act No. 17 of 2012 when establishing and abolishing offices
- x. Submit governance, ethics and compliance reports to the Board

Activities of the Committee

a. Determination of Disciplinary cases

During the period under review, the committee tabled and discussed a total of Forty Seven (47) disciplinary cases and employment disputes. As at the end of the reporting period, Twenty Five (25) disciplinary cases had been finalized while the remaining Twenty Two (22) cases were being adjudicated.

Figure 20: Disciplinary Cases



CHAPTER 3

3.1 Achievements, Challenges and Conclusion

During the period under review, the Board made some achievements and faced a number of challenges. In this Chapter, we outline the achievements attained, challenges faced and conclusion.

3.2 Achievements made by the Board

Highlighted hereunder are the notable achievements by the Board during the period under review;

- i. Organizational Structures and Staff Establishments were developed and validated through an Executive Order by His Excellency the Governor.
- ii. Recruitment of One Hundred Eighty Eight (188) Staff for the various departments.
- iii. Conversion of Eight Hundred Twenty Seven (827) employees from casual to contractual terms.
- iv. One Thousand Two Hundred Forty One (1,241) employees were promoted to various Job Groups.
- v. Seven Hundred Forty Five (745) employees were confirmed to Permanent and Pensionable terms.
- vi. Re-designation of Fifty Eight (58) employees.
- vii. Suitability interviews and approval of Forty Six (46) employees.
- viii. Development of the Board's Strategic Plan 2024-2029.
- ix. Preparation and submission of Report on status of compliance with the Values and Principles in Articles 10 and 232 of the Constitution of Kenya, 2010.
- x. Preparation and submission of the Board's activities report for the year 2024 to the County Assembly.
- xi. Development of Twelve (12) Human Resource policies and Eight (8) Schemes of Service.

- xii. Approved attachment of Three Hundred Thirty Eight (338) students
- xiii. Negotiated and signed a Collective Bargaining Agreement between the Kenya National Union of Nurses and the County Government of Kilifi.
- xiv. Signed a Recognition Agreement between Kenya County Government Workers' Union and the County Government of Kilifi.

Figure 21: Photo taken during presentation of the Board's Mandate and Achievements



3.3 Challenges faced by the Board

During the reporting period, the Board faced a number of challenges as highlighted below;

- i. Ensuring equitable distribution of the few employment opportunities to meet the Constitutional requirements on gender, youth, religion and marginalized groups.

- ii. Delayed release of funds and processing of payments and procurement requests.
- iii. Unreliable transport services due to aged vehicles that frequently breakdown.

3.4. Conclusion

In Conclusion, the Board is committed to discharge its mandate and fulfill its obligations to the people of Kilifi County.

3.5 Reporting Period of the Board

The reporting period of the Board commences on the 1st day of January and ends on the 31st day of December.

3.6 Approval of the report

The contents of this report are a true representation of the activities performed by the County Public Service Board during the 'Twelve months' period ended December 31, 2024.

Approved in Kilifi under the official Seal of the Board on the **20th day of December, 2024.**

.....
Mr. Albert J. Mturi
CHAIRMAN OF THE BOARD

.....
Mr. Gideon C. Mumba
AG. SECRETARY/CEO

