

COUNTY GOVERNMENT OF KILIFI



COUNTY PUBLIC SERVICE BOARD

REPORT OF ACTIVITIES

FOR THE PERIOD

JANUARY TO DECEMBER 2022

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ACRONYMS

CECM	County Executive Committee Member
CEO	Chief Executive Officer
CHRAC	County Human Resource Advisory Committee
CPSB	County Public Service Board
DPSM	Devolution and Public Service Management
HR	Human Resource
HRM	Human Resource Management
ICPAK	Institute of Certified Public Accountants of Kenya
ICT	Information Communication Technology
IHRM	Institute of Human Resource Management
KCA	Kenya College of Accountancy
KIHBT	Kenya Institute of Highways and Building Technology
KSG	Kenya School of Government

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MESSAGE FROM THE CHAIRPERSON

It is my pleasure to present the County Public Service Board's Activities report for the year 2022. This report provides our stakeholders with a detailed account of our activities, the achievements made and the challenges encountered in the execution of these activities 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 order to realize improved public service delivery.

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 year 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 Kenya Constitution 2010. The process took into account constitutional parameters of diversity and minority right including religion, gender and disability status, making such appointments in an economic environment dominated by high unemployment opportunities 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 and strive towards improving our performance and public service delivery in general.

Further, I wish to appreciate the 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, cooperation, 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 – County Public Service Board

EXECUTIVE SUMMARY

County Public Service Boards are constituted under Article 235 of the Constitution of Kenya 2010 and are comprised of a Chairperson, a Vice Chairperson, four members and Board Secretary/Chief Executive Officer, all appointed by Governors with the approval of County Assemblies. CPSBs are mandated under Section 59(1) (d) of the County Governments Act 2012 to prepare reports to the County Assembly on the execution of their functions.

The Kilifi County Public Service Board functions through five committees with each Committee headed by a Board Member. These committees are: Recruitment and Selection; Performance Management; Planning Monitoring and Reporting; Human Resource Management and Development; and Compliance and Quality Assurance. The current members of the Board were appointed into office on 4th July 2019 for a six-year tenure, after the expiry of the previous Board's term on 2nd July 2019. Since then, with the support of the Secretariat, the Board has managed to discharge its mandate and realized the milestones spelt out in this report. In the year under review two (2) Board members tendered their resignation but the Board still managed to execute its mandate. This report has three chapters; chapter one covers introduction, background and Board composition, its Vision, Mission, Core Values and Principles. This chapter also spells out the mandate of the Board, organization structure and strategic policy priorities for the period under review. Chapter two provides details of the activities of the Board while chapter three outlines achievements, challenges and conclusions.

During the reporting period the Board strengthened the capacity of their Secretariat staff by facilitating their participation in trainings organized by different reputable institutions.

During the period under review, the Board faced a number of challenges with the main

ones being limited budget provision and the need to ensure the requirements of the Constitution of Kenya 2010 with respect to issues of gender, youth, persons with disability, religion and marginalized persons are met. Despite these challenges, the Board steadfastly remained committed to the delivery of its constitutional mandate and promotion of its core values and the fulfillment of their obligations to the citizens of the County.

1.0 CHAPTER ONE

1.2 Introduction

This chapter covers the background of the Board, Board's composition, Vision, Mission, Core Values and Principles, mandate, organizational structure.

Background

The County Public Service Board (CPSB) is established pursuant to Article 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.

The current Board took over office in July 2019 after the expiry of the tenure of the pioneer Board which had been in office since July 2013.

1.3 Vision, Mission, Core Values and Principles

In the course of carrying out its mandate, the Board is guided by the following strategy statements, national values and principles of governance, as spelt out in Article 10 of the Constitution of Kenya 2010, and values and principles of public service articulated in Article 232 of the Constitution.

Vision

Highly performing, motivated and ethical County Public Service

Mission

To provide skilled and competent human resource for effective and efficient public service

The Board is also guided by national values and principles of governance as spelt out in Article 10 of the Kenya Constitution 2010, and values and principles of Public Service

articulated in Article 232 of the constitution. At all times the Board is bound by these provisions and shall therefore uphold and promote these values in the pursuit of its mission.

Core Values and Principles

The Board is also guided by its own Core values as follows:

- ❖ Integrity & Accountability
- ❖ Independence
- ❖ Fairness and equity
- ❖ Teamwork
- ❖ Quality service

1.4 Mandate of the Board

The mandate of the Board is provided for under Article 59(1) of the County Governments Act 2012 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.

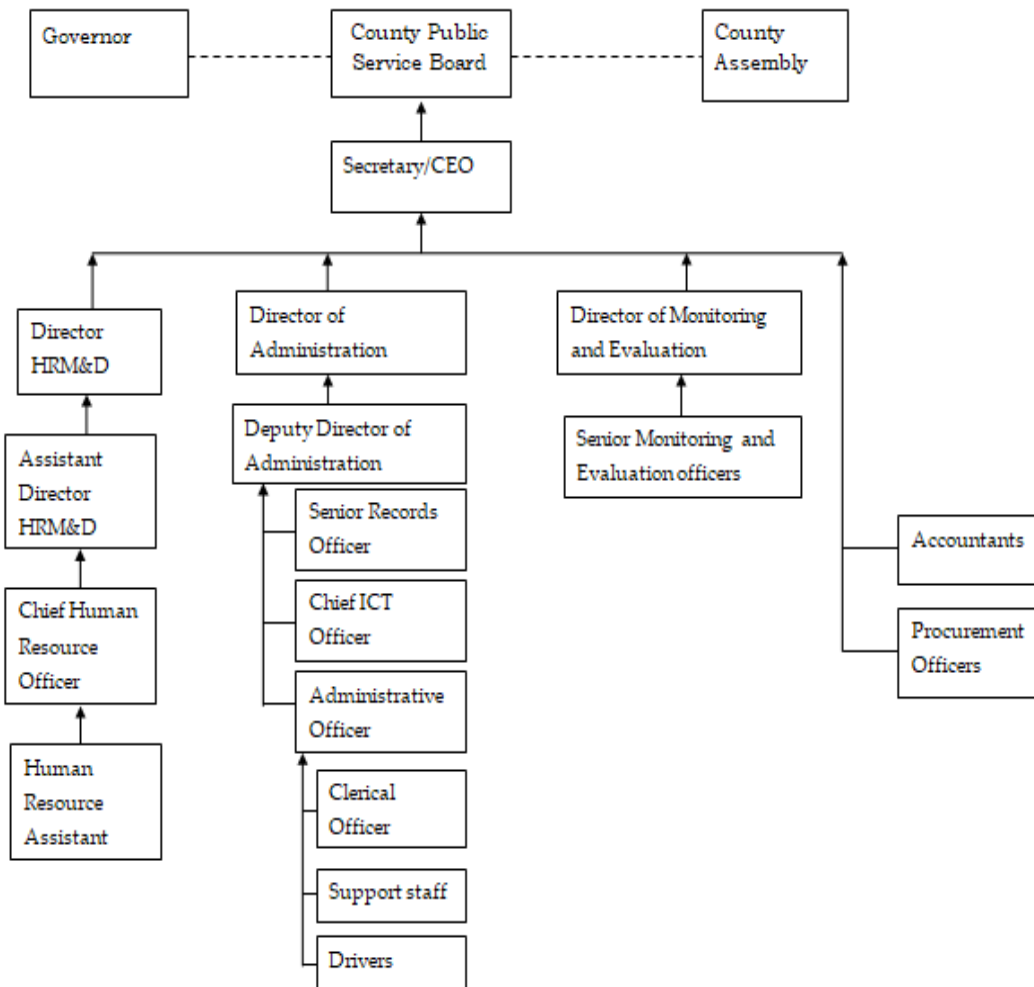
- g)** Facilitate the development of coherent integrated human resource planning and budgeting for personnel emoluments in the county.
- h)** Advise the County Government on human resource management and development.
- i)** Advise the County Government on implementation and monitoring of national performance 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.

1.5 Organizational Structure

The Board is made up of a Chairperson, a Vice Chairperson, four Board members and Secretary/CEO of the Board. These are appointed by the Governor and approved by the County Assembly to serve for a non renewable term of six years.

The Board's structure is as shown below:

chart 1: Organogram of the Board



The Secretariat

The operations of the Board are supported by a Secretariat headed by the Board Secretary/CEO. The Secretariat is charged with the role of coordinating Board's

activities and ensuring that these activities are implemented in the most effective and efficient manner possible. To date, the Secretariat is comprised of twenty-six (26) members of staff.

1.6 Board Committees

The Board performs its functions through committees which are responsible for developing policies, providing leadership and strategic direction as well as oversight on the Secretariat and human resource management in the county. The Board has five committees which report to the full Board. Each of these committees is composed of three Board members and one Secretariat staff. The Secretariat staff, attached to each committee, serve as the Secretary to the committee. The following are the Board committees:

- ❖ Recruitment and Selection Committee—responsible for recruitment, selection, and appointments.
- ❖ Performance Management Committee—responsible for administering schemes of service, performance appraisals, performance contracts, exit interviews, job evaluations and promotions.
- ❖ Planning, Monitoring and Reporting Committee—responsible for strategic planning, monitoring, reporting and staff pension schemes.
- ❖ Human Resource Management and Development Committee—responsible for HR planning and policy development, training and development, talent management, mentorship, internship and volunteers’ management.
- ❖ Compliance and Quality Assurance committee—responsible for discipline, appeals, ethics, governance and compliance audits.

The work of the CPSB is guided by various statutes, regulations and policies which govern operations of County Governments. These include; the Constitution of Kenya

2010, County Governments Act 2012, Intergovernmental Relations Act 2012, Transition to Devolved Government Act, Urban Areas, Cities Act, Public Service Commission Act, County Assemblies Power and Privileges Act 2017 (No. 6 of 2017), County Assemblies Procedure Act No. 15 of 2020 among others.

Filling of Vacant Position in the County

During the period under review the Board interviewed and filled various vacant positions in the County Public Service in accordance with the constitutional requirements taking into account fair distribution of appointments among all Wards, indigenous and non-indigenous sub-tribes, as well as observing rules pertaining to gender, youth, People Living with Disability (PLWD), minority and marginalized ethnic groups as well as representation of the face of Kenya.

Table 1: Summary of Appointments made during the period

Category of Appointees	Number of Appointees	Overall %	
Male	72	52.6%	
Female	65	47.4%	
Youth	41	67%	
PLWD	0	0%	
Minority groups	25	18.25%	
Marginalized groups	3	2.19%	
Others	8	5.8%	

Minority groups - comprise of persons from the following communities:

Kambe, Ribe, Kauma and Jibana

Marginalized group - comprise of persons from the *Waatha Community*

Others - Refer to persons from *outside the County of Kilifi*

2.0 CHAPTER TWO

Introduction

This chapter presents the activities of the Board, its Committees during the year.

2.1 Board Committees Reports

2.1.2 Recruitment and Selection Committee

This Committee is responsible for:

- a)** Recruitment and appointment of staff to the County Public Service in line with the various schemes of service, departmental structures and other relevant government policies and regulations
- b)** Advising relevant Chief Officers on the orientation and induction of new employees
- c)** Advising and coordinating departmental manpower forecasting and supply.
- d)** Determining and advising on the right staff establishment for all County departments.
- e)** Developing and advising on the appropriate organizations structures for all County departments

In the year under review, as detailed in table (2) below, the Board appointed a total number of one hundred and thirty-seven (137) staff, with seventy-two (72) and sixty-five (65) appointees being of the male and female gender respectively.

Table 2: Total number of appointments based on gender

S/n	Post	No. of Appointments	Gender	
			Male	Female
1	Animal Health Assistant	5	3	2
2	Assistant Occupational Therapist III	1	0	1
3	Assistant Physiotherapist	1	0	1
4	Ast Livestock Prod Officer	6	5	1
5	Cleaning Supervisor II	9	5	4
6	Cleaning Supervisor III	16	11	5
7	County Solicitor	1	1	0
8	Director Hr and Strategy	1	1	0
9	Enrolled Nurse III	12	2	10
10	Health Records and Info Mgt Officer	3	0	3
11	Livestock Production Officer	4	3	1
12	Medical Lab Technologist III	4	3	1
13	Medical Officer	14	9	5
14	Nutrition and Dietetics Technologist	2	0	2

15	Orthopedic And Trauma Technologist	1	1	0
16	Pharmaceutical Technologist	1	1	0
17	Pharmacist	2	1	1
S/n	Post	No. of Appointments	Gender	
			Male	Female
18	Plant Operators	7	6	1
19	Principal Weights and Measures Asst	1	1	0
20	Radiographer	1	0	1
21	Registered Clinical Officer	9	4	5
22	Registered Nurse III	33	12	21
23	Renewable Energy Assistant	1	1	0
24	Renewable Energy Officer	1	1	0
25	Support Staff	1	1	0
TOTAL		137	72	65
% of Total Appointments		100%	52.6%	47.4%

During the year under consideration, appointments made were shared among the seven

(7) Sub-Counties as detailed in table (3) below:

Table 3: Distribution of Appointments on Sub-County basis

Post	Kilifi South	Kilifi North	Malindi	Magarini	Ganze	Rabai	Kaloleni	Others	Total
Animal Health Assistant	1	1	1	0	1	0	0	1	5
Assistant Occupational Therapist III	0	0	0	0	0	0	0	1	1
Assistant Physiotherapist	0	0	0	0	0	1	0	0	1
Ast Livestock Prod Officer	1	2	1	0	0	0	1	1	6
Cleaning Supervisor II	0	3	3	1	1	0	1	0	9
Cleaning Supervisor III	2	4	3	3	1	1	2	0	16
County Solicitor	0	0	0	0	0	1	0	0	1
Director Hr and Strategy	0	0	0	0	0	0	1	0	1
Enrolled Nurse III	1	2	1	2	2	2	2	0	12
Health Records and Info Mgt Officer	0	0	0	1	1	0	0	1	3
Livestock Production Officer	1	1	1	0	1	0	0	0	4
Medical Lab Technologist III	0	0	0	2	0	1	1	0	4
Medical Officer	0	2	4	1	0	2	3	2	14
Nutrition and Dietetics Technologist	0	1	1	0	0	0	0	0	2

Orthopedic And Trauma Technologist	0	0	0	0	0	1	0	0	1
Pharmaceutical Technologist	0	1	0	0	0	0	0	0	1
Post	Kilifi South	Kilifi North	Malindi	Magarini	Ganze	Rabai	Kaloleni	Others	Total
Pharmacist	0	0	0	0	1	0	1	0	2
Plant Operators	0	1	2	1	1	1	1	0	7
Principal Weights and Measures Asst	0	0	0	0	0	0	1	0	1
Radiographer	0	0	0	1	0	0	0	0	1
Registered Clinical Officer	0	1	1	2	1	1	2	1	9
Registered Nurse III	2	5	4	5	2	5	8	2	33
Renewable Energy Assistant	0	0	0	0	1	0	0	0	1
Renewable Energy Officer	0	0	0	0	0	1	0	0	1
Support Staff	0	0	1	0	0	0	0	0	1
Total	8	24	23	19	13	17	24	9	137
% of Total Appointments	5.84 %	17.52 %	16.79 %	13.87 %	9.49 %	12.41 %	17.52 %	6.57 %	100 %

Appointments made also took into consideration the need to share jobs on Ward basis.

Table (4) below, shows the distribution of appointments on Ward basis.

Table 4: Distribution of Appointments on Wards basis (Kilifi South and Kilifi North)

Post	Kilifi South					Kilifi North						
	Shimo La Tewa	Mtepeni	Junju	Mwarakaya	Chasimba	Mnarani	Sokoni	Kibarani	Tezo	Matsangoni	Watamu	Dabaso
Animal health Assistant	0	0	0	0	0	1	1	0	0	0	0	0
Assistant Occupational Therapist III	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Physiotherapist	0	0	0	0	0	0	0	0	0	0	0	0
Asst Livestock Production Officer	0	0	0	1	0	0	0	0	0	2	0	0
Cleaning Supervisor II	0	0	0	0	0	0	1	1	0	1	0	0
Cleaning Supervisor III	0	0	0	0	2	0	2	1	1	0	0	0
County Solicitor	0	0	0	0	0	0	0	0	0	0	0	0
Director HR and Strategy	0	0	0	0	0	0	0	0	0	0	0	0
Enrolled Nurse III	0	0	1	0	0	0	0	0	0	2	0	0
Health Records and Infor Mgt	0	0	0	0	0	0	0	0	0	0	0	0
Livestock Production Officer	0	1	0	0	0	1	0	0	0	0	0	0
Medical lab technologist III	0	0	0	0	0	0	0	0	0	0	0	0
Medical Officer	0	0	0	0	0	0	2	0	0	0	0	0
Nutrition and Dietetics Technologist	0	0	0	0	0	0	1	0	0	0	0	0
Orthopedic and Trauma Technologist	0	0	0	0	0	0	0	0	0	0	0	0
Pharmaceutical technologist	0	0	0	0	0	0	0	0	0	1	0	0
Pharmacist	0	0	0	0	0	0	0	0	0	0	0	0
Plant Operators	0	0	0	0	0	0	0	0	1	0	0	0
Principal Weights and Measures	0	0	0	0	0	0	0	0	0	0	0	0

Radiographer	0	0	0	0	0	0	0	0	0	0	0	0
Registered Clinical Officer III	0	0	0	1	1	0	1	0	0	0	0	0
Registered Nurse III	0	0	0	0	0	0	0	1	2	1	1	0
Renewable Energy Assistant	0	0	0	0	0	0	0	0	0	0	0	0
Renewable Energy Officer	0	0	0	0	0	0	0	0	0	0	0	0
Support staff	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	1	1	1	3	2	8	3	4	7	1	0

Table (5) below, shows the share of appointments given to respective Wards in Malindi and Magarini Sub-Counties.

Table 5: Distribution of Appointments on Ward basis (Malindi and Magarini)

Post	Malindi					Magarini					
	Malindi Town	Shella	Ganda	Kakuyuni	Jilore	Marafa	Sabaki	Garashi	Adu	Gongoni	Magarini
Animal health Assistant	0	0	1	0	0	0	0	0	0	0	0
Assistant Occupational Therapist III	0	0	0	0	0	0	0	0	0	0	0
Assistant Physiotherapist	0	0	0	0	0	0	0	0	0	0	0
Asst Livestock Production Officer	0	0	1	0	0	0	0	0	0	0	0
Cleaning Supervisor II	1	0	1	1	0	0	0	0	0	1	0
Cleaning Supervisor III	0	3	0	0	0	0	0	0	2	1	0
County Solicitor	0	0	0	0	0	0	0	0	0	0	0
Director HR and Strategy	0	0	0	0	0	0	0	0	0	0	0
Enrolled Nurse III	0	0	0	0	1	1	0	0	1	0	0
Health Records and Infor Mgt	0	0	0	0	0	0	0	0	0	1	0
Livestock Production Officer	0	0	0	0	0	0	0	0	0	0	0
Medical lab technologist III	0	1	0	0	0	0	1	0	1	0	0

Medical Officer	1	3	0	0	0	0	0	0	0	0	0	1
Nutrition and Dietetics Technologist	1	0	0	0	0	0	0	0	0	0	0	0
Orthopedic and Trauma Technologist	0	0	0	0	0	0	0	0	0	0	0	0
Pharmaceutical technologist	0	0	0	0	0	0	0	0	0	0	0	0
Pharmacist	0	0	0	0	0	0	0	0	0	0	0	0
Plant Operators	2	0	0	0	0	0	0	0	0	0	1	0
Principal Weights and Measures	0	0	0	0	0	0	0	0	0	0	0	0
Radiographer	0	0	0	0	0	0	0	0	0	0	0	1
Registered Clinical Officer III	0	1	0	0	0	0	0	0	0	2	0	0
Registered Nurse III	1	1	1	0	1	0	0	1	2	1	1	1
Renewable Energy Assistant	0	0	0	0	0	0	0	0	0	0	0	0
Renewable Energy Officer	0	0	0	0	0	0	0	0	0	0	0	0
Support staff	0	0	0	0	1	0	0	0	0	0	0	0
Total	6	9	4	1	3	1	1	1	1	8	5	3

Table (6) below, shows the share of appointments given to respective Wards in Ganze, Rabai and Kaloleni Sub-Counties.

Table 6: Distribution of Appointments on Wards basis (Ganze, Rabai and Kaloleni)

Post	Ganze				Rabai				Kaloleni			
	Jaribuni	Ganze	Bamba	Soko	Ruruma	Rabai Kisurutini	Kambe/Ribe	Mwawesa	Mariakani	Kaloleni	Mwanamwinga	Kayafungo
Animal health Assistant	0	1	0	0	0	0	0	0	0	0	0	0
Assistant Occupational Therapist III	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Physiotherapist	0	0	0	0	1	0	0	0	0	0	0	0

Asst Livestock Production Officer	0	0	0	0	0	0	0	0	0	1	0	0	0
Cleaning Supervisor II	0	0	0	1	0	0	0	0	0	0	1	0	0
Cleaning Supervisor III	0	1	0	0	0	0	1	0	1	1	0	0	0
County Solicitor	0	0	0	0	0	0	0	1	0	0	0	0	0
Director HR and Strategy	0	0	0	0	0	0	0	0	0	0	0	1	0
Enrolled Nurse III	0	0	1	1	0	0	2	0	0	2	0	0	0
Health Records and Infor Mgt	0	1	0	0	0	0	0	0	0	0	0	0	0
Livestock Production Officer	0	0	0	1	0	0	0	0	0	0	0	0	0
Medical lab technologist III	0	0	0	0	0	0	0	1	1	0	0	0	0
Medical Officer	0	0	0	0	0	1	1	0	0	3	0	0	0
Nutrition and Dietetics Technologist	0	0	0	0	0	0	0	0	0	0	0	0	0
Orthopedic and Trauma Technologist	0	0	0	0	0	0	1	0	0	0	0	0	0
Pharmaceutical technologist	0	0	0	0	0	0	0	0	0	0	0	0	0
Pharmacist	0	0	0	1	0	0	0	0	0	1	0	0	0
Plant Operators	0	1	0	0	0	0	1	0	1	0	0	0	0
Principal Weights and Measures	0	0	0	0	0	0	0	0	0	1	0	0	0
Radiographer	0	0	0	0	0	0	0	0	0	0	0	0	0
Registered Clinical Officer III	1	0	0	0	0	0	1	0	1	1	0	0	0
Registered Nurse III	0	2	0	0	1	2	1	1	2	3	2	1	1
Renewable Energy Assistant	0	0	0	1	0	0	0	0	0	0	0	0	0
Renewable Energy	0	0	0	0	0	1	0	0	0	0	0	0	0

Officer													
Support staff	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	6	1	5	2	4	8	3	7	13	3	1	

Table (7) below, shows the share of appointments given to respective ethnic groups within and without the County of Kilifi.

Table 7: Distribution of Appointments on Ethnic basis

Post	Giriama	Chonyi	Rabai	Kambe	Ribe	Kauma	Jibana	Duruma	Mgunya	Watta	Bajun	Others	Total
Animal health Assistant	3	1	0	0	0	1	0	0	0	0	0	0	5
Assistant Occupational Therapist III	0	0	0	0	0	0	0	1	0	0	0	0	1
Assistant Physiotherapist	0	0	1	0	0	0	0	0	0	0	0	0	1
Asst Livestock Production Officer	1	3	0	0	0	1	0	0	0	0	0	1	6
Cleaning Supervisor II	4	1	0	0	0	1	2	0	0	0	1	0	9
Cleaning Supervisor III	9	3	0	1	1	0	1	0	0	0	0	1	16
County Solicitor	0	0	1	0	0	0	0	0	0	0	0	0	1
Director HR and Strategy	1	0	0	0	0	0	0	0	0	0	0	0	1
Enrolled Nurse III	7	1	0	0	1	0	0	0	0	2	0	1	12
Health Records and Infor Mgt	2	0	0	0	0	0	0	0	0	0	0	1	3
Livestock Production Officer	2	1	0	0	0	0	0	0	0	0	1	0	4
Medical lab technologist III	1	0	1	1	0	0	0	1	0	0	0	0	4
Medical Officer	3	0	1	0	1	1	2	0	0	0	4	2	14
Nutrition and Dietetics Technologist	2	0	0	0	0	0	0	0	0	0	0	0	2

Orthopedic and Trauma Technologist	0	0	0	0	1	0	0	0	0	0	0	0	1
Pharmaceutical technologist	0	1	0	0	0	0	0	0	0	0	0	0	1
Pharmacist	2	0	0	0	0	0	0	0	0	0	0	0	2
Plant Operators	3	3	0	0	1	0	0	0	0	0	0	0	7
Principal Weights and Measures	1	0	0	0	0	0	0	0	0	0	0	0	1
Radiographer	0	0	0	1	0	0	0	0	0	0	0	0	1
Registered Clinical Officer III	4	1	0	1	0	1	0	1	0	0	1	0	9
Registered Nurse III	15	5	4	0	0	2	3	1	0	1	0	2	33
Renewable Energy Assistant	1	0	0	0	0	0	0	0	0	0	0	0	1
Renewable Energy Officer	0	0	0	1	0	0	0	0	0	0	0	0	1
Support staff	1	0	0	0	0	0	0	0	0	0	0	0	1
Total	62	20	8	5	5	7	8	4	0	3	7	8	137

2.1.3 Performance Management Committee

The functions of this Committee include:

- ❖ Coordinating and managing job evaluation
- ❖ Sensitizing County Public Service on job evaluation
- ❖ Coordinating the harmonization of schemes of service
- ❖ Coordinating relevant trainings in the County Public Service for the purpose of Performance Management
- ❖ Advising the Executive on Performance Contracting process and supporting its implementation
- ❖ Sensitizing the county public service on performance management and supporting the rolling out of performance appraisal

2.1.4 Planning, Monitoring and Reporting Committee

The functions of this Committee include:

- ❖ Coordinating and monitoring the implementation of the Strategic Plan of the Board.
- ❖ Coordinating and monitoring the development and implementation of annual plans.
- ❖ Coordinating the development of the Boards annual budget.
- ❖ Planning and undertaking periodic sensitization meetings and forums to promote in the County Public Service the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya, 2010.
- ❖ Making recommendations to SRC on pensions, remuneration and gratuities for the County Public Service.
- ❖ Developing and submitting reports to the County Assembly of Kilifi among other stakeholders.

2.1.5 Human Resource Management and Development Committee

This Committee's functions include:

1. Industrial Relations

This function involves:

- a) Ensuring industrial peace and harmony in the County

- b)** Providing mechanism for negotiations between the County Government and the trade unions for terms and conditions of service of unionisable staff
- c)** Enhancing co-operation between the County Government, and its employees in all matters pertaining to industrial relations.
- d)** Advising the County Government on labour rights of employer and employees
- e)** Promoting efficiency and productivity in the County Public Service through healthy industrial relations.
- f)** Ensuring diversity, inclusiveness and equity at the work place as per article 10 (2) of the Constitution of Kenya 2010
- g)** Participating in resolving industrial disputes in the County
- h)** Sensitizing the County Public Service on industrial relations and new Labour Laws

During the period there were no activities undertaken pertaining to industrial relations.

2. Training and Development

This function involves:

- a)** Advising the County Government on Human Resource Development including Training Needs Assessment and capacity building
- b)** Planning, managing and coordinating training in the county public service.
- c)** Monitoring 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.
- d)** Advising the Chief Officers on implementation of training development policy especially the requirement 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

- e) Reviewing course approvals for officers proceeding on authorized training in accordance with service regulations before forwarding them to the Board.
- f) Conducting Training Needs Assessment for the Board
- g) Advising the County Government on development and implementation of mentorship, volunteerism and internship programs
- h) Determining financial contributions to be made by officers proceeding for training for more than three months

During the period under review, the Board organized two (2) trainings for the Secretariat staff, as summarized in the table below, with the aim of enhancing their capacity for effective and efficient public service delivery.

Table 8: Summary of trainings attended by Secretariat staff

Course Title	Provider	Venue	Number Of Attendees
Training Needs Assessment and skill Gap Analysis	State Department Of Public Service Management	Sunrise Resort, Mombasa	7
Senior Management Course	KSG Mombasa	KSG - Mombasa	1

2.1.6 Compliance and Quality Assurance Committee

This Committee’s functions include:

1. Discipline and Appeals

This area covers the following functions

- a) Monitoring staff discipline in the county public service as outlined in the Code of Conduct

- b)** Sensitizing the Chief Officers and Human Resource Officers on disciplinary procedures
- c)** Handling all HR related appeals in the County

2. Ethics & Governance

This area covers the following functions:

- a)** Monitoring compliance with National Values and principles of Governance as per article 10 and 232 of the Constitution of Kenya 2010 in the County Public Service
- b)** Monitoring compliance with the code of ethics by the County Public Service
- c)** Sensitizing County Public Service staff on code of ethics

3. Compliance Audit

This area covers the following functions:

- a)** Monitoring compliance with values and principles referred to in article 10 and 232 of the Constitution of Kenya 2010 through audits
- b)** Monitoring compliance to the County Governments Act 2012.
- c)** Establishing and abolishing offices

In the year under review, the Committee managed to review all disciplinary cases since 2019, where it was noted that there had been 48 cases, with 12 cases pending that need follow up and most had exceeded six (6) months period.

3.0 CHAPTER THREE

3.1 Key Board Achievements and challenges

This chapter outlines the achievements attained and challenges encountered in the year under review as well as recommendations and conclusions made by the Board.

3.1.1 Achievements

During the period under review the following achievements were made:

- ❖ Recruitment of one hundred and thirty-seven (137) staff into the County Public Service
- ❖ The Board organized two (2) trainings for the Secretariat staff
- ❖ Development of Scheme of Service and Job Descriptions for staff recruited in emerging cadres
- ❖ Submission of wealth declaration report to the Public Service Commission for 2021 and 2022 two years that were filled by the County staff.

3.1.2 Challenges

During the period under review, the Board faced a number of challenges in the course of discharging its constitutional mandate. These challenges are:

- ❖ Higher labour turnover due to low remuneration package
- ❖ Mismatch of skills and job requirements in the County Public Service
- ❖ Unavailability of certain specialized skills in the labour market
- ❖ Ensuring equitable distribution of the few employment opportunities to meet the constitutional requirements on gender, youth, religion, regional balancing, minority and marginalized groups.
- ❖ Limited budgetary provision by the County Treasury
- ❖ Delays in the release of funds by the County Treasury
- ❖ The Board operating from an unsafe and insecure office premises

- ❖ Weak Board stakeholders' support
- ❖ Unreliable transport services due to aged vehicles that frequently breakdown
- ❖ Lack of a website for the Board
- ❖ Unreliable internet connectivity
- ❖ Breach of disciplinary manual on the extent to which a case is dealt with promptly and finalized within the stipulated period of six (6) months
- ❖ Non adherence to the disciplinary procedures laid out in the Discipline Manual for Public Service May, 2016

3.1. 3 Recommendations and Conclusion

I) Board inadequate annual Budgetary Allocations

It is recommended that financial independence be granted to the Board so that it can control and manage its own budget throughout the annual financial year.

ii) Inadequate Human Resources in the Public Service Board

It is recommended that the Board's capacity is enhanced by hiring its own accountant and procurement officers who will directly be answerable to the Board.

iii) limited specialized skills in the County

It is recommended that in order to circumvent this problem, professionals with specialized skills are head hunted from the wider labour market

iv) Mismatch of Skills and Job Requirements in the County Public Service

Its recommended that a review of staff qualification and skills is done in order to properly place employees in positions in which they are qualified so as to improve their productivity

v) Weak Board Stakeholder Support

The Board will develop a framework for stakeholder engagement with a view to building trust and confidence with its stakeholders

Vi) Unreliable Transport System

It is recommended that the Board be adequately funded in order to modernize its motor vehicle fleet.

Vii) Unsafe and insecure Office Premises

It is recommended that the Board relocates to premises that are both safe and secure in the short term while a long term solution is considered

Viii) Absence of website and Network Connectivity

It is recommended that the County Treasury allocates the Board adequate funds for the development of a website and securing full internet connectivity with the outside world.

Ix) Inability to resolve Disciplinary Cases as provided in the Discipline Manual May, 2016

It is recommended that all CECM, Chief Officers, Departmental HR Officers and Administration be sensitized on the provisions of this manual to avoid non - compliance and penalties

3.1. 4 Conclusion

Despite a myriad of challenges, the Board was able to achieve good progress in the fulfillment of its mandate.