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WEST POKOT COUNTY GAZETTE SUPPLEMENT

BILLS, 2014

NAIROBI, 20th March, 2015

CONTENT

Bill for Introduction into the West Pokot County Assembly —

The West Pokot County Ward Development Fund Bill, 2014 ..................... 1

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THE WEST POKOT COUNTY WARD DEVELOPMENT FUND BILL, 2014
ARRANGEMENT OF CLAUSES

Clause

PART I—PRELIMINARY
1—Short title and commencement.
2—Interpretation.
3—Object and purpose of the Act.

PART II—ESTABLISHMENT AND ADMINISTRATION OF THE WARD DEVELOPMENT FUND
4—Establishment of the Ward Development Fund.
5—The purpose and administration of the Ward Development Fund.
6—Structures for Administration of the fund.
7—The establishment and membership of the County Committee.
8—Functions of the County Committee.
9—Conduct of Business and affairs of the County Committee.
10—Report by County Committee.
11—The establishment and membership of the Ward Development Fund Committee.
12—Functions of the Ward Development Fund Committee.
13—Conduct of Business and Affairs of the Ward Development Fund Committee.

PART III—IDENTIFICATION AND SUBMISSION OF WARD PROJECT PROPOSALS
14—Identification and submission of ward project proposals.

PART IV—COUNTY ASSEMBLY SELECT COMMITTEE ON IMPLEMENTATION ON WARD DEVELOPMENT FUND
15—County Assembly Select Committee on Implementation.

PART V—DISBURSEMENT OF THE FUND
16—Ward Development Fund Bank Account.
17—Allocation of funds.
18—Funds to be retained in the Fund.
2

West Pokot County Ward Development Fund Bill, 2014

19—Ward Bank Accounts.
20—Record of disbursements to be kept.

PART VI—IMPLEMENTATION OF PROJECTS
21—Projects to be implemented by the Ward Development Committee.
22—Procurement of services and Works.
23—Record of receipts and disbursement.

PART VII—MISCELLANEOUS PROVISIONS
24—Secondment of staff.
25—Finances of the County Committee.
26—Audit.
27—Power to make Regulations.
28—Provisions in the Act are complimentary.
29—Offences and penalties.
30—Disputes resolution.

PART VIII—TRANSITIONAL PROVISIONS
31—Transitional duties of the County Administrator.

FIRST SCHEDULE—Ward Projects Submission Forms
SECOND SCHEDULE—Project Description Form
THIRD SCHEDULE—Project Re-Allocation
FOURTH SCHEDULE—Conduct of Business and Affairs of The County Committee
FIFTH SCHEDULE—Conduct of Business and Affairs of The Ward Development Committee
THE WEST POKOT COUNTY WARD DEVELOPMENT FUND 
BILL, 2014

A Bill for

AN ACT of West Pokot County Assembly to provide for the establishment, administration and use of the Ward Development Fund and for connected purposes.

ENACTED by the County Assembly of West Pokot as follows—

PART I—PRELIMINARY

Short title and commencement

1. This Act may be cited as the Ward Development Fund Act, 2014 and shall come into operation thirty days after the Governor's assent.

Interpretation

2. (1) In this Act, unless the context otherwise requires—

"chief executive" means the Chief Executive of the Fund appointed under Section 7 (g) of this Act;

"chief officer" means a Chief Officer appointed under the County Government Act to head a department in the County Government.

"county executive committee" means the Member of the Executive Committee responsible for finance and economic planning in the County.

"community" mean residents of a particular geographical area or region defined as a Ward, location, sub location or village and having common interests;

"county committee" means the Ward Development Fund Committee established by Section 6A (1).

"fund" means the Ward Development Fund established under section 4;

"ward" has the meaning assigned to it in the Elections Act, 2011;

"ward account" means a bank account maintained for each of the electoral wards in West Pokot County pursuant to section 15 of this Act.

"ward development committee" means the committee established under section 7;

"ward fund account" means the account maintained for every Ward in accordance with section15(1)

"county assembly committee" means a County Assembly Committee established in accordance with section 9(1);
“patron” means the area Member of County Assembly;

“project” means an eligible development project as described in this Act;

“prescribed” means prescribed by the Member of the Executive Committee responsible for finance and economic planning;

“emergency” means an urgent, unforeseen need for expenditure in the ward for which it is in the opinion of the county committee, that it cannot be delayed until the next financial year without harming the public interest of the people.

“sub-project” means a complete unit or part of a project that can be put to use towards the achievement of the project objectives;

“ward administrator” means the ward administrator appointed under the County Government Act, 2012.

“village administrator” means the village administrator appointed under the County Government Act, 2012.

“youth” means a person who has attained the age of eighteen years but has not attained the age of thirty five years.

**Object and purpose of the Act**

3. The purpose of this Act is to provide a comprehensive, harmonized, efficient and effective legal and regulatory framework for the management and operation of the Ward Development Fund for West Pokot County to achieve the following objectives—

(a) channel the use of public funds at the lowest level of governance where the most vulnerable exist;

(b) ensure equity in the distribution of funds in the County;

(c) ensure local-level participation in the identification, prioritization, implementation and evaluation of development activities at the Ward level; and

(d) exhibit accountability and transparency in the disbursement and use of Public resources.
PART II—ESTABLISHMENT AND ADMINISTRATION OF THE
WARD DEVELOPMENT FUND

Establishment of the Ward Development Fund

4. There is established a fund to be known as the Ward Development Fund which shall—

(a) Comprise of an amount of not less than 15% voted for annually by the County Assembly to be distributed equally among the 20 wards of the County; and

(b) any other moneys accruing to or received by the Ward Development Fund from any other source to be distributed as a grant by the County Government through the County Committee in the manner provided in this Act.

The purpose and administration of the Ward Development Fund

5. (1) The Ward Development Fund established under section 4 shall be utilized to—

(a) promote community based projects that economically empower communities in the Ward;

(b) finance studies, planning and design or other technical input for approved project but excluding recurrent cost of the facility;

(c) finance projects aimed at conserving and protecting the environment in the ward provided that the allocation in this respect shall not exceed 2% of the total allocation to the ward in any financial year;

(d) finance programs to promote civic education and public participation in the ward provided that the allocation in this respect shall not exceed 5% of the total allocation to the ward in any financial year; and

(e) finance monitoring and evaluating projects and to conduct capacity building in the wards provided that the allocation in this respect shall not exceed 3% of the total allocation to the ward in any financial year.

(2) Any funding under this section shall be for a complete or defined phase of a project and may include acquisition of land or buildings.

(3) The County Committee may, with the consent of other financiers or donors of a project, consider part funding of that project financed from sources other than the fund provided that the part funding from the fund shall go to a defined unit, part or phase of the project and ensure that the part so co-funded is completed with the funds allocated under this Act.
(4) Funds provided under this Act shall not be used for the purpose of supporting—
(a) Political bodies or activities;
(b) Religious bodies or activities; or
(c) Any personal awards to any person in cash or in kind.

(5) Without prejudice to Sub-section (4)(b) of this section the ward development fund committee may with the approval of the county committee identify a religious body as an appropriate specialized agency for the purposes of administering emergency support.

Structures for Administration of the Fund

6. The Ward development fund established under section 4 shall be administered through;
(a) The County Committee; and
(b) Ward Committee.

The Establishment and Membership of the County Committee

7. (1) There is established a committee in the County to be known as the County Wards Development Fund Committee

(2) The County Committee shall consist of—
(a) County Administrator as the Chairperson;
(b) the Chief Officer for the time being responsible for matters related to Finance and Economic Planning as the Secretary;
(c) County Executive Member responsible for matters relating to Finance and Economic Planning; and
(d) four Sub-County Administrators.

(3) The Chief Officer of the Fund shall be the Secretary to the County Committee and shall, for purposes of Section 149 of the Public Finance Management Act 2012, be the accounting officer of the Fund.

Functions of the County Committee

8. The County Management Committee shall—
(a) ensure timely and efficient disbursement of funds to every Ward;
(b) ensure efficient management of the Fund;
(c) receive and discuss annual reports and returns from the Wards;
(d) ensure the compilation of proper records, returns and reports from the Wards;
(e) submit the list of approved projects to the Executive Committee Member for finance and economic planning for transmission to the County Assembly;

(f) receive and address complaints and disputes and take any appropriate action;

(g) disburse funds to the respective Ward Fund Accounts for the approved projects;

(h) ensure proper, efficient, effective and economic utilization of the funds; and

(i) perform such other duties as it may deem necessary for the proper management of the Fund.

Conduct of Business and Affairs of the County Committee

9. (1) The conduct and regulation of the business and affairs of the County Committee shall be as provided in the Fourth Schedule.

(2) Except as provided in the fourth schedule, the County Committee may regulate its own procedure.

Report by County Committee

10. The County Committee shall, on a quarterly basis, submit a report to the County Assembly Select Committee detailing—

(a) a summary of the project proposals received from the Wards and indicating the approval status of such projects;

(b) a summary of the status of disbursements of funds to the Wards for that preceding month;

(c) a summary of the status of disbursements from the County Treasury to the Wards Account; and

(d) any restriction imposed on a Ward Account in accordance with the Act.

The Establishment and Membership of the Ward Development Fund Committee

11. There is established in every Ward in the County, a committee to be known as Ward Committee which shall comprise of—

(a) a chairperson to be appointed by the patron;

(b) one person elected in open public meetings at village level from each of the elective Wards in the County to represent each of the following—
(i) youth;
(ii) women;
(iii) persons with disabilities; and
(iv) older members of the society;
(c) the Ward Administrator of the relevant electoral Ward;
(d) the village administrators.

(2) A person nominated in sub-section 1 shall, be appointed in writing by the Executive Committee Member for finance and economic planning with the approval of the County Assembly and shall, except as is otherwise provided in this Act, serve for an electoral period of 5 years.

(3) The Ward Administrator shall be the Secretary to the Ward Development Fund Committee and whose duties shall be to—
(a) keep minutes and records of the Ward Development Fund Committee;
(b) prepare reports of the Ward Development Fund Committee;
(c) transmit the list of proposed projects to the County Committee;
(d) transmit reports required under this Act to be submitted to the County Committee; and
(e) act as the main project implementing agent in the Ward.

**Functions of the Ward Development Fund Committee**

12. The Ward Development Fund Committee shall—
(a) receive proposals from the village administrators;
(b) interrogate and prioritize the proposals received;
(c) communication of outcome to the beneficiary-communication liaison;
(d) oversight and reporting on project status;
(e) completion of reports;
(f) monitoring & evaluation of the Fund;
(g) maintain data base on planned on going and completed projects in the ward.
Conduct of Business and Affairs of the Ward Development Fund Committee

13. (1) The conduct and regulation of the business and affairs of the Ward Development Fund shall be as provided for in the Fifth Schedule.

(2) Except as provided in the Fifth Schedule, the Ward Development Committee may regulate its own procedure.

PART III—IDENTIFICATION AND SUBMISSION OF WARD PROJECT PROPOSALS

14. (1) Every village in the County shall through the Village Council prepare a list of not more than 2 priority community based projects that the village proposes for funding under this Act in accordance with the County Integrated Development Plan and the County Fiscal Strategy Paper.

(2) The Village Administrator shall submit the list under subsection 1 to the Ward Administrator not later than 31st December of every year for the next financial year.

(3) The Ward Administrator shall receive from the Village Administrator the priority community based projects list and compile a full list of the proposed priority community based projects from the villages in the Ward and table it before the Ward Development Fund Committee for harmonization, prioritization and approval.

(4) Upon approval by the Ward Development Fund Committee, the Ward Administrator shall compile the approved list of priority community based projects in the forms set out in the First and Second Schedules to this Act accompanied by minutes of the Ward Development Fund committee that approved the projects and submit the list to the County Committee.

(5) The County Committee shall receive, review and scrutinize the lists of proposed priority projects; and

(a) approve the projects for funding if satisfied that the proposed projects are consistent with the Act; or

(b) reject the projects and refer back to the ward development fund committee the proposed project(s) with reasons as to why it has declined to approve the project(s).

(6) Where the County Committee approves the proposed projects under sub-section 5, it shall submit the approved list to the Executive Committee Member for finance and economic planning to forward them to the County Assembly for approval of funding.
PART IV—COUNTY ASSEMBLY SELECT COMMITTEE ON IMPLEMENTATION ON WARD DEVELOPMENT FUND

County Assembly Select Committee on Implementation

15. (1) The County Assembly Select committee on implementation shall in accordance with its Standing Orders 189 (1)-(3), ensure full implementation of this Act.

(2) Upon receipt of the list of selected priority projects submitted in accordance with section 14 the Speaker of the County Assembly shall transmit the list and other documents received to the County Assembly Committee on implementation on Ward Development Fund, to scrutinize and consider the proposals in line with the County Development plans and County Government Act and submit a report to the County Assembly.

(3) The County Assembly shall on receipt of the report of the County Assembly Select Committee on Implementation consider the report and approve the projects for funding with or without amendments and submit its report to the County Committee for disbursement and implementation.

PART V—DISBURSEMENT OF THE FUND

Ward Development Fund Bank Account

16. (1) The funds approved by the County Assembly for the purposes of this Act shall be kept by the County Treasury in a bank account opened and maintained with a reputable commercial bank approved by the County Executive Committee Member for finance and economic planning and which shall be separate from that of the County Treasury.

(2) The signatories to the account of the Fund maintained in accordance with subsection (1), shall be the Chief Officer responsible for Finance and economic planning and three other persons appointed by the County Committee from amongst its members.

(3) The signing instructions shall be such that the signature of the Chief Officer responsible for Finance and economic planning shall be mandatory on all payment cheques and/or instruments intended for actual release of money from the Fund, plus any two of the other three signatories.

(4) Each and every disbursement of the Fund shall be approved and minuted by the County Committee.

(5) Disbursements from the Fund shall be for specific projects as submitted by the Wards and approved in accordance with the provisions of this Act.
(6) All disbursements by the County Committee shall be made through the Ward bank accounts maintained for every ward in accordance with section 15 of this Act.

**Allocation of Funds**

17. (1) The County treasury shall in accordance with the County Assembly approval disburse funds to each Ward in accordance with this Act and the funds so disbursed for any project shall be cumulative for that project and may only be re-allocated for another purpose with the approval of the County Assembly.

(2) The funds allocated for a particular financial year and which shall not be fully utilized shall be carried forward from one year to the next including such funds as may be returned to the account in accordance with subsection 4 of this Act.

(3) If for any reason a particular project is cancelled or discontinued during the financial year, funds allocated for such a project shall be returned to the Fund and credited to the account of the Ward from which the funds were withdrawn.

(4) Unspent funds shall be re-allocated by the County Committee with the approval of the County Assembly to any eligible project in the ward and such project may be new or ongoing at the end of the financial year.

(5) For the avoidance of doubt, a return as set out in the third Schedule shall be made for the current financial year and every previous financial year on which some funds remain unspent.

**Funds to be Retained in the Fund**

18. All receipts, savings and accruals to the Fund and the balance of the Fund at the end of each financial year shall be returned to the Fund and applied in accordance with section 19 (3) of this Act.

**Ward Bank Accounts**

19. (1) For the purposes of disbursement of funds to the wards under this Act, there shall be opened and maintained in the name of each ward for which it is opened, only one account with a reputable commercial bank approved by the Member of the Executive Committee responsible for finance and economic planning in accordance with the provision of public Finance Management Act 2012 Section 119(1).

(2) The bank account opened pursuant to subsection (1), shall be separate from that of the County Treasury.

(3) All funds for the ward disbursed under this Act shall be kept into the Ward Account.
(4) The Signatories to the ward account shall be—
   (a) the relevant Chairperson; and
   (b) at least two other members of the relevant Ward Development Committee

(5) The Ward Administrator shall hold the authority to incur expenditure of the funds at the Ward account.

(6) Funds from the Ward account shall only be withdrawn as disbursements for a particular project in accordance with the provisions of section 12 of this Act.

(7) Every payment or instruction for payment out of the Ward fund account shall be strictly on the basis of a minuted resolution of the Ward Development Fund Committee.

(8) All receipts, savings and accruals to the Ward account and the balances there of at the end of each financial year shall be retained in the Fund Account.

(9) All unutilized funds shall remain in the Ward account and no expenditure shall be permitted, until an approval is obtained from the County Committee.

(10) Funds meant for a project that is cancelled or discontinued shall be returned to Ward Account in accordance with section 13 of this Act.

(11) Any accruing revenues, interest and liabilities from any Ward account shall be declared to the County Committee together with the annual returns.

**Record of Disbursements to be Kept**

20. (1) An accurate record of all disbursements made for every project in a Ward shall be kept and updated every month by the County Committee.

(2) The disbursement of funds to the Ward fund account shall be effected at the beginning of the first quarter of each financial year with an initial amount equivalent to twenty-five per cent of the annual allocation for the Ward and thereafter the Ward fund account shall be replenished in three equal installments at the beginning of the second, third and fourth quarters of the Financial year.

(3) The Chairperson of the County Committee shall, through the county Executive Committee Member for finance and economic planning submit to the County Assembly an annual report on the activities, operations and expenditure under this Act.
(4) At the end of every financial year, the County Committee shall submit, through the County Executive Member responsible for finance and economic planning, separate accounts of the wards and the County Committee to the Auditor General in accordance with the provision of Constitution of Kenya 2010 Article 229(4) (a).

PART VI—IMPLEMENTATION OF PROJECTS

Projects to be Implemented by the Ward Development Committee

21. (1) Projects under this Act shall be implemented by the Ward Development Committee with the assistance of the relevant department of the County Government in any case.

(2) All payments shall be processed and effected in accordance with Government Regulations.

(3) All fixed and movable assets including equipment bought for purposes of implementation for projects under this Act shall be the property of and be insured in the name for the County Government.

(4) Where a project in a Ward involves the purchase of equipment, such equipment shall remain for the exclusive use of that Ward.

(5) Assets or equipment acquired under this section shall only be disposed of in accordance with the Public Procurement and Disposals Act 2005.

(6) Any proceeds that may accrue from the disposal of any asset acquired pursuant to sub-section (5) shall be credited to the account of the Ward from whose funds the asset was acquired and such funds shall be reflected and declared as part of the following year’s Ward fund for that Ward.

(7) The County Committee shall be responsible for monitoring the implementation of projects.

Procurement of Services and Works

22. All works and services relating to projects under this Act shall be procured in accordance with the provisions of the Public Procurement and Disposals Act 2005 and the relevant regulations.

Record of Receipts and Disbursement

23. The Ward Administrator shall compile and maintain a record showing all receipts, disbursements and actual expenditures on a monthly basis in respect of every project and sub-project under this Act and shall—

(a) Table such record at a meeting of the Ward Development Fund Committee in every month; and
(b) Submit a summary of the record for the year to the County Committee not later than thirty days after the end of every financial year.

**PART VII—MISCELLANEOUS PROVISIONS**

**Secondment of staff**

24. For the proper administration of the Fund and discharge of the functions under this Act, The County Government shall, from time to time as will be necessary, assign personnel to—

(a) the County Committee;

(b) the Ward Development Fund Committee.

**Finances of the County Committee**

25. (1) The expenditure for running the County Committee and related purposes shall be set aside at the beginning of the financial year and not more than five per centum of the total allocation to the Fund in the financial year may be used for this purpose, the annual budget of which shall be approved by the Committee Member responsible for finance and economic planning.

(2) The personal emoluments of Government officers working or involved in the management of the Fund shall be provided for under the recurrent expenditure of County Government.

(3) Sitting allowances of the members of the Ward Development Fund Committee shall be paid out of funds set aside as administrative costs of the fund provided that such administrative costs shall not exceed 2 percent of the total fund in any one year.

(4) The emoluments and allowances referred to at subsection (2) and (3) respectively, shall be payable only after the advice of the Salaries and Remuneration Commission has been sought pursuant to Article 230(4) (b) of the Constitution.

**Audit**

26. All funds received under this Act and the accounts of each ward and the committees shall be audited and reported upon by the Auditor-General in accordance with the Public Audit Act No. 12 of 2003 and Constitution of Kenya 2010 Article 229(4) (a), (5) and (7). For the purpose of internal Audit, the County government shall conduct an internal audit in accordance with Public Finance Management Act 2012 Section 155(1)(a) and shall be conducted according to the guidelines issued by the Accounting Standards Board.
Power to Make Regulations

27. (1) The member of the County Executive Committee may make regulations for the smooth running of the Fund and such regulations shall be approved by the County Assembly before implementation.

(2) The member of the Executive Committee responsible for finance and economic planning may amend any of the Schedules through a notice in the County Gazette, provided that such amendments shall first be approved by the County Assembly before implementation.

Provisions in the Act are Complimentary

28. (1) The provisions of this Act shall be complimentary to any other development efforts by the national government, the county governments or any other agency and nothing in this Act shall be taken or interpreted to mean that an area may be excluded from any other development programs.

(2) For the avoidance of doubt, normal County Government development allocations shall continue alongside the projects funded under this Act.

Offences and Penalties

29. Any person who misappropriates any funds or assets from the Fund, or assists or causes any person to misappropriate or apply the funds otherwise than in the manner provided in this Act, shall be guilty of an offence and shall, upon conviction, be liable to imprisonment for a term not exceeding five years or to a fine not exceeding five hundred thousand shillings or to both.

Disputes Resolution

30. (1) Disputes of a civil nature arising out of the administration of this Act shall be referred to the County Committee in the first instance and where necessary an arbitration panel whose costs shall be borne by the parties to the dispute, shall be appointed by consensus of the parties to consider and determine the matter.

(2) Notwithstanding subsection (1), parties shall be at liberty to jointly appoint an arbitrator of their choice in the event of a dispute but where parties fail to jointly agree on an arbitrator the County Executive member for Finance may appoint an arbitrator whose costs shall be jointly borne by the parties.

(3) A person aggrieved by the determination of the arbitrator may apply to the court for a resolution.
(4) Complaints of a criminal nature shall be forwarded to the relevant government agencies.

(5) Subject to this Act, no person in the management of the Fund shall be held personally liable for any lawful action taken in his official capacity or for any disputes against the Fund.

PART VIII—TRANSITIONAL PROVISIONS

Transitional Duties of the County Administrator

31. Pending the appointment of the Sub-county, Ward and village Administrator(s), the County Administrator, to whom Sub-county, Ward and village Administrators report to, shall perform all or delegate some of the functions required of the Ward and Village Administrator under this Act.

(2) Subsection (1) above lapses with the appointment of Sub-County, Ward and Village Administrators.
**SCHEDULES**

**FIRST SCHEDULE (s.8(4))**

**WARD PROJECTS SUBMISSION FORMS**

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<th>Ward No</th>
<th>Ward Name</th>
<th>Financial year</th>
<th>Chairman WDF Committee</th>
<th>Signature</th>
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<th>Serial</th>
<th>Name of Project</th>
<th>Estimated Total Cost</th>
<th>Allocated Amount</th>
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<th>Total for the financial year</th>
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Approved by the Patron

Name..............................................................

Signature......................................................

Date............................................................
## SECOND SCHEDULE (s.8 (4))

### PROJECT DESCRIPTION FORM

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<th>Ward Name</th>
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<th>Status of projects (tick one)</th>
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<th>Rehabilitation</th>
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<th>Brief statement on project status at time of submission</th>
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<th>Expected outcomes</th>
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<th>Financial year</th>
<th>1st July to 30th June</th>
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<th>Person completing form:</th>
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<th>Name</th>
<th>Position</th>
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**Approved by the Patron**

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<th>Name</th>
<th>Signature</th>
<th>Date</th>
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THIRD SCHEDULE (s. 13(5))

PROJECT RE-ALLOCATION FORM

Ward No ........... Ward Name ......................... Financial year ............

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<th>Project No.</th>
<th>Project Title</th>
<th>Amount allocated (KSh.)</th>
<th>Amount disbursed (KSh.)</th>
<th>Balance (KSh.)</th>
<th>Unspent to be re-allocated</th>
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Name ................................................................ Position .................
Date ........................................................................

Approved by the Patron

Name.................................................................
Signature............................................................
Date......................................................................
FOURTH SCHEDULE

CONDUCT OF BUSINESS AND AFFAIRS OF THE COUNTY COMMITTEE

Meetings

1. (1) The County Committee shall meet at least once in every quarter or as often as the need may arise.

(2) Notwithstanding sub paragraph (1), the Chairperson may, and upon requisition in writing by at least three members shall, convene a special meeting of the County Committee at any time for the transaction of the business of the County Committee.

(3) Unless three quarters of the total members of the County Committee otherwise agree, at least fourteen days’ written notice of every meeting of the County Committee shall be given to every member of the County Committee.

(4) The quorum for the conduct of the business of the County Committee shall be four members.

(5) The Chairperson shall when present, preside at every meeting of the County Committee but the members present shall elect one member to preside whenever the Chairperson is absent, and the person so elected shall have all the powers of the Chairperson with respect to that meeting and the business transacted thereat.

(6) Unless a unanimous decision is reached, a decision on any matter before the County Committee shall be by a majority of the votes of the members present and voting, and in case of a tie of votes, the Chairperson or the person presiding shall have a casting vote.

(7) Subject to subparagraph (4), no proceedings of the County Committee shall be invalid by reason only of a vacancy among the members thereof.

(8) Subject to the provisions of this Schedule, the County Committee may determine its own procedure and the procedure for any Sub-Committees of the County Committee and for the attendance of other persons at its meetings and may make standing orders in respect thereof.

Sub-Committees of the County Committees

2. (1) The County Committee may establish such sub-committee as it may deem appropriate to perform such functions and responsibilities as it may determine.

(2) The County Committee shall appoint the Chairperson of a sub-committee established under subparagraph (1) from amongst its members.
Meetings

3. (1) The Ward Development Committee shall meet at least once in every month;

(2) The Patron to convene the first meeting.

(3) The Chairperson shall be responsible for convening all the meetings.

(4) Notwithstanding sub paragraph (1), the Chairperson may, and upon requisition in writing by at least 1/3 of the membership of the Ward Development Committee shall, convene a special meeting of the Ward Development Committee at any time for the transaction of the business of the Ward Development Committee.

(5) Unless two thirds of the total members of the Ward Development Committee otherwise agree, at least fourteen days’ written notice of every meeting of the Ward Development Committee shall be given to every member of the Ward Development Committee.

(6) The quorum for the conduct of the business of the Ward Development Committee shall be fifty per cent of the members of the Ward Development Committee.

(7) The Chairperson shall when present, preside at every meeting of the Ward Development Committee but the members present shall elect one member to preside whenever the Chairperson is absent, and the person so elected shall have all the powers of the Chairperson with respect to that meeting and the business transacted thereat.

(8) Unless a unanimous decision is reached, a decision on any matter before the Ward Development Committee shall be by a majority of the votes of the members present and voting, and in case of a tie of votes, the Chairperson or the person presiding shall have a casting vote.

(9) Subject to subparagraph (4), no proceedings of the Ward Development Committee shall be invalid by reason only of a vacancy among the members thereof.

(10) Subject to the provisions of this Schedule, the Ward Development Committee may determine its own procedure and the procedure for any Ward Development Committees of the Ward Development Committee and for the attendance of other persons at its meetings and may make standing orders in respect thereof.

Disclosure of Interest

4. (1) A member who has an interest in any contract, or other matter present at a meeting shall at the meeting and as soon as reasonably
(3) The County Committee may where it deems appropriate, invite any person to attend the deliberations of any of its sub-committee provided that any invited person shall not have the right to vote.

(4) All decisions of the sub-committees appointed under sub-section (1) shall be ratified by the County Committee.

Disclosure of Interest

3. Members of the County Committee shall at all times abide by the Public Servants rules of ethics and regulations.

FIFTH SCHEDULE (s. 7 C)

CONDUCT OF BUSINESS AND AFFAIRS OF THE WARD DEVELOPMENT COMMITTEE

Tenure of Office

1. A member of the Ward Development Committee other than a person who is a member by virtue of that’s person’s public office shall hold office for a period of term of the Assembly upon terms and conditions as may be specified in the instrument of appointment and shall, be eligible for re-appointment for only one more term.

Vacation of Office

2. A member of the Ward Development Committee other than a person holding such membership by reason of their public office may at any time—

(a) resign from office by giving notice in writing to the Chairperson of the Ward Committee with a copy to the Sub-County Administrator;

(b) upon recommendation of the Ward Development Committee be removed from office by the patron in consultation with the Sub-County Administrator if the member—

(i) has been absent from three consecutive meetings of the Ward Development Committee without it’s permission;

(ii) is convicted of a criminal offence that amounts to a felony under the Laws of Kenya;

(iii) is incapacitated by prolonged physical or mental illness for a period exceeding six months; or

(iv) is otherwise unable or unfit to discharge his functions.
practicable after the commencement, disclose the fact thereof and shall not take part in the consideration or discussion of, or vote on, any questions with respect to the contract or other matter, or be counted in the quorum of the meeting during consideration of the matter.

(2) A disclosure of interest made under sub-paragraph (1) shall be recorded in the minutes of the meeting at which it is made.

(3) Without prejudice to paragraph 1 of this rule, members of the Ward Development Committee who are Public Officers shall at all times abide by the Public Servants rules of ethics and regulations.

(4) A member of the Ward Development Committee who contravenes sub-paragraph (1) shall cease to be a member of the Ward Development Committee upon direction of the Executive Member for Finance.
MEMORANDUM OF OBJECTS AND REASONS

The main object of this Bill is to establish the Wards Development Fund into which an amount equivalent to fifteen per cent of the total County Government annual revenue shall be paid into so as to facilitate development at the Ward level by ensuring that a specific portion, of the county annual budget is devoted to the purposes of development and in particular the fight against poverty at the Ward level.

**Part I** of the Bill sets out the preliminary matters including the commencement date and the definition of various terms used in the Bill.

**Part II** of the Bill establishes the Ward Development Fund and how it will be administered. This part also provides for the establishment and membership of County Committee and Ward Development Committee including its functions.

**Part III** of the Bill provides for the submission of Ward project proposals. The Part outlines the format for presentation of projects to be undertaken under the fund and also provides the manner of sharing of the moneys from the Fund.

**Part IV** of the Bill provides for the committee of the County Assembly Select Committee on implementation on ward development fund to scrutinize and consider the proposals in line with the County Development plans and County Government Act and submit a report to the County Assembly.

**Part V** of the Bill sets out on the disbursement of the Fund.

**Part VI** of the Bill provides for the procedure to be followed in the implementation of the Ward based projects. It is proposed in the Bill that actual implementation of the Ward based projects be done by the relevant County Government department in a Ward.

**Part VII** of the Bill provides for miscellaneous clauses to ensure proper utilization of the funds and also provides for penalties against any person who misappropriates funds meant for development projects under the Bill.

HON. NGOLELSIA THOMAS,
*Member, Budget and Appropriation Committee.*