

**SPECIAL ISSUE**

**Migori County Gazette Supplement No. 1 (Acts No. 1)**



REPUBLIC OF KENYA

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**MIGORI COUNTY GAZETTE  
SUPPLEMENT**

**ACTS, 2014**

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**NAIROBI, 9th May, 2014**

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**THE MIGORI COUNTY WARDS DEVELOPMENT  
FUND ACT, 2014**

**No. 1 of 2014**

*Date of Assent: 6th May, 2014*

*Date of Commencement: 9th May, 2014*

**AN ACT of the Migori County Assembly to  
provide for the establishment, administration  
and use of the Ward Development Fund and for  
connected purposes**

**ENACTED** by County Assembly of Migori County as  
follows—

**PART I-PRELIMINARY**

1. This Act may be cited as the Migori County Wards Development Fund Act, 2014, and shall come into operation upon the Governor's ascent.

Short title and  
commencement.

2. In this Act, unless the context otherwise requires-

Interpretation.

“Clerk” means the Clerk of the Migori County Assembly;

“community” means residents of a particular area or region as a Ward, location or sub – location within Migori County and having common interests;

“County Management Committee” means the County Wards Development Fund Management Committee established by section 5;

“Fund” means the Ward Development Fund established by section 4;

“Member of the County Executive Committee” means the Member of the County Executive Committee responsible for finance and planning;

“Officer Administrating the Fund” means the person appointed as such under section 8;

“officer of the Fund” means an officer seconded by the County Management Committee to the Ward under section 9;

“Ward Development Fund Committee” means the committee established under section 33;

“Ward Fund Account” means the account maintained for every ward in accordance with section 16.

3. The object and purpose of this Act is to ensure that a specific portion of the county annual budget is devoted to the Wards for purposes of development and in particular eradication of poverty at the Ward level.

Object and purposes of Act.

**PART II – ESTABLISHMENT AND ADMINISTRATION OF THE FUND**

4. (1) There is established a Fund to be known as the Migori County Ward Development Fund which shall be administered by the Officer administering the Fund under the direction of the County Management Committee.

Establishment of the Fund.

(2) The Fund shall consist of-

- (a) an amount of not less than ten percent of all the annual budget of the Migori County in every financial year;
- (b) any monies accruing to, donated, lent or received by the Fund from any other lawful source.

(3) The amount referred to in section 2(a) shall be calculated on the basis of the current County budget as approved by the County Assembly.

(4) All receipts, savings and accruals to the Fund and the balance of the Fund at the end of each financial year shall be retained for the purpose for which the Fund is established.

(5) There shall be paid out of the Fund payments in respect to any expense incurred in pursuance of the provision of this Act.

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

Establishment of the County Management Committee.

(2) The County Management Committee shall consist

of—

- (a) the Chief Officer of the County Department for the time being responsible for matters relating to finance and planning;
- (b) the Chief Officer of the County Department for the time being responsible for matters relating to Finance and Economic planning;
- (c) the Clerk of the County Assembly;
- (d) four persons, qualified in matters relating to finance, accounting, engineering, economics, community development, or law, competitively and transparently recruited and appointed by the Member of the County Executive Committee in accordance with subsection (4) taking into account gender balance and the diversity of the County. (The four appointed members should earn allowances and not salaries);
- (e) the Member of the County Executive Committee responsible for legal matters who shall be an *ex-officio* member;
- (f) the Officer Administering the Fund who shall be an *ex-officio* member.

(3) The Member of the County Executive Committee shall appoint the Chairperson of the County Management Committee from amongst the four persons appointed in accordance with paragraph (d) of subsection (2).

(4) The names and curriculum vitae of the persons competitively and transparently nominated as members of the County Management Committee pursuant to paragraph (d) of subsection (2) shall be submitted to the County Assembly for approval before appointments are made.

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

(2) Except as provided in the First Schedule, the County

Conduct of  
business and  
affairs of the  
County  
Management  
Committee.

Management Committee may regulate its own procedure.

7. The functions of the County Management Committee shall be to—

Functions of the  
County  
Management  
Committee.

- (a) ensure allocation and disbursement of funds in every Ward;
- (b) ensure prudent management of the Fund;
- (c) receive and discuss the annual reports and returns from the Wards;
- (d) ensure the compilation of proper records, returns and reports from the Wards;
- (e) ensure timely submissions to County Assembly of various returns, reports and information as required under this Act;
- (f) consider project proposals submitted for various wards in accordance with the Act and make appropriate recommendations to the County Assembly;
- (g) consider and report to the County Assembly with recommendations, names of persons required to be approved by the County Assembly under this Act;
- (h) continually review oversee the implementation, policy framework and legislative matters that may arise in relation to the Fund;
- (i) perform such other functions as may be provided for in this Act or any written law.

8. (1) There shall be an Officer Administering the Fund who shall be appointed from the county public service and has—

Officer  
Administering  
the Fund.

- (a) at least a university degree in finance, accounting, engineering, economics, community development, law or a related field from a recognized university;
- (b) at least five years working experience in public finance or a relevant field.



(2) The Officer Administering the Fund shall be the chief executive officer of the Fund and Secretary to the County Management Committee and shall, subject to the directions of the County Management Committee—

- (a) supervise and control the day to day administration of the Fund;
- (b) be responsible for the day to day management of the affairs and staff in the service of the County Management Committee;
- (c) prepare monthly returns on the movement of funds as appropriate for submission to the County Assembly;
- (d) keep or cause to be kept proper books of accounts and other books and records related to the Fund;
- (e) prepare, sign and transmit to the Auditor General accounts of the Fund in accordance with Public Audit Act; and
- (f) perform any other duties that maybe reasonably assigned to him by the County Management Committee from time to time.

(4) The Officer Administering the Fund shall-

- (a) be appointed by the Member of the County Executive Committee after approval by the County Assembly;
- (b) serve a term of four years but shall be eligible for reappointment.

9. (1) The Member of the County Executive Committee shall, upon request by the County Management Committee, facilitate secondment to the Fund of such officers from the county public service as may be appropriate and necessary for the proper management of the Fund.

Secondment of Staff.

(2) The County Management Committee may designate any of the officers seconded under subsection (1) to be Officer of the Fund in respect of one or more wards as may be appropriate.

10. The County Management Committee may, by resolution either generally or in any particular case, delegate to any committee or to any member, officer, employee or agent of the County Management Committee, the exercise of any of the powers or the performance of any of the functions or duties of the County Management Committee under this Act or under any other written law.

Delegation by  
the County  
Management  
Committee.

### **PART III—FINANCIAL PROVISIONS.**

11. (1) Each and every disbursement from the Fund shall be approved and minuted by the County Management Committee.

Disbursement  
from the Fund.

(2) All disbursements from the Fund shall be for specific projects as submitted by the wards in accordance with the procedures outlines in this Act.

(3) All disbursements shall be made through the Ward bank accounts maintained for every Ward in accordance with section 16 of this Act.

(4) Notwithstanding the provisions of subsection (3), payments for a joint project as outlined in section 29 (4) or a joint procurement, may be made directly to a supplier or to an account established for the purpose with due approval of the County Management Committee.

(5) The record of the amounts received by each Ward and the record of expenditure of amounts so received shall be submitted to the County Management Committee within thirty days after the close of the relevant financial year together with a copy of the relevant bank statements and no disbursements for the succeeding financial year shall be made into the accounts until the said records are duly received

(6) The County Management Committee shall set out general conditions and requirements for release of funds, to ensure efficient and effective management of resources.

(7) The County Management Committee may impose reasonable requirements, including restrictions, on a particular Ward and such restrictions or requirements shall be reported

together with the monthly returns to be submitted to the Member of the County Executive Committee in accordance with this Act.

12. (1) The Member of the County Executive Committee, with the concurrence of the County Management Committee shall for each financial year allocate funds to each Ward in accordance with section 26.

Allocation of funds.

(2) Once funds are allocated for a particular project, they shall remain allocated for that project and may only be re-allocated for any other purpose during the financial year with the approval of the County Management Committee.

(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 allocated to any eligible project 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 Second Schedule shall be made for the current financial year and every previous financial year on which some funds remain unspent.

13. (1) 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 12 (5) of this Act.

Funds to be retained in the Fund.

(2) All funds allocated to a Ward shall be cumulative and shall be carried forward from one financial year to the next, including funds returned into the accounts in accordance with section 12(3) or funds which are not utilized for whatever reasons.

15. (1) A bank account of the Fund shall be opened and maintained by the County Treasury.

Bank account of the Fund.

(2) The signatories to the account of the Fund maintained in accordance with subsection (1), shall be the Officer Administering the Fund and two other persons appointed by

2014

*Migori County Wards Development Fund*

No. 1

the County Management Committee from amongst its members.

(3) The signing instructions shall be such that the signature of the Officer Administering the Fund shall be mandatory on all payment, cheques or instruments intended for actual release of money from the Fund, plus any one of the other two signatories.

16. (1) For the purpose of disbursement of funds under this Act there shall be opened and maintained a Ward Fund Account for every Ward at any commercial bank, approved by the Member of the County Executive Committee into which all funds shall be kept and such an account shall be known by the name of the Ward for which it is opened and each Ward shall maintain only one account.

Ward Fund  
Account.

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

(3) At least three signatories shall be required for every cheque or instrument for actual payment or withdrawal of funds from a Ward Fund Account and the signing instructions shall be such that there shall be at least one signature of an officer seconded by the County Management Committee and at least two signatures of two members of the Ward Development Fund Committee.

(4) The Officer of the Fund shall hold the authority to incur expenditure of the funds at the Ward Fund Account.

(5) Funds from the Ward Fund Account shall only be withdrawn as disbursements for a particular project in accordance with the provisions of section 11 of the Act.

(6) 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.

(7) All receipts, savings and accruals to the Ward Fund Account and the balances thereof at the end of each financial year shall be returned to the County Management Committee Fund Account.

(8) All unutilized funds shall remain in the Ward Fund Account and no investment elsewhere shall be permitted, provided that funds meant for a project that is cancelled or discontinued shall be returned to the Fund Account in accordance with section 11 of this Act.

(9) All unutilized funds of the Project Management Committee shall be returned to the Ward Fund account.

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

17. (1) An accurate record of all disbursements made for projects to every Ward shall be kept and updated every month by the County Management Committee.

Record of disbursements to be kept.

(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 forty-five per centum 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 Management Committee shall submit an annual report on the activities, operations and expenditure under the Act.

(4) At the end of every financial year the County Management Committee shall submit separate accounts of the wards and the County Management Committee to the Auditor General.

18. (1) The personal emoluments of officers of the County Government working or involved in the management of the Fund shall be determined by the Member of the County Executive Committee after consultation with the County Management Committee upon the advice of the Salaries and Remuneration Commission and shall be provided under the recurrent expenditure of the County Government.

Remuneration and allowances.

(2) Out of pocket expenses incurred by any person officially involved in the management of the Fund or the

implementation of projects under the Fund, including public officers may be reimbursed but that not more than three percent of the total allocation in the financial year may be used for this purpose.

(3) Sitting and other allowances for the members of the County Management Committee and the Ward Development Fund Committees shall be fixed by the Member of the County Executive Committee upon the advice of the Salaries and Remuneration Commission.

#### **PART IV – SUBMISSION OF WARD PROJECT PROPOSALS**

19. (1) The list of proposed Ward based projects to be covered under this Act shall be submitted by the chairperson of the Ward Development Fund Committee to the County Management Committee after approval by the Ward Development Fund Committee for that Ward.

Submission of projects

(2) The County Management Committee shall receive and compile the list of proposed Ward projects submitted to it under this Act and grant the necessary approval where the requirements of this Act has been fulfilled.

20. (1) The list of the proposed Ward projects shall be submitted to the County Management Committee before the end of the month of February in each year or such other month as may be determined by the Member of the County Executive Committee in order to ensure timely inclusion of the projects in the annual Government budget of a particular financial year.

Submission deadline.

(2) Where the chairperson of the Ward Development Fund Committee fails to submit the list of Ward based projects to the County Management Committee within the stipulated time in subsection (1), the list shall be deemed to have been submitted to the County Management Committee upon the lapse of the stipulated time.

21. (1) The list of projects shall be submitted on a Ward Projects Submission Form set out in the Third Schedule to this Act accompanied by minutes of the Ward Development Fund Committee approving the projects.

Submission Form.

(2) All projects proposed for every Ward shall be listed in the Form together with the cost estimates, amounts allocated and amounts disbursed to such projects.

**22.** For every project listed in the Form, there shall be attached a Project Description Form set out in the Second Schedule.

Projects  
description  
Form.

**23.** (1) The list of projects received by the County Management Committee pursuant to section 19 shall be tabled for review at a meeting of the County Management Committee.

Approval of  
projects.

(2) The County Management Committee shall scrutinize and approve for funding those project proposals that are consistent with the Act.

(3) Where the County Management Committee does not approve a proposal submitted to it under this section, it shall refer the matter to the Wards Development Fund Committee giving reasons as to, why it has declined the proposal.

**24.** The allocation of funds to various projects in each Ward is the responsibility of the Ward Development Fund Committee to be exercised at its own discretion within the provisions of this Act.

Discretion of  
Ward  
Development  
Fund  
Committee.

**25.** The projects listed for each Ward shall be numbered by the County Management Committee and the serial numbers of all projects in a Ward shall bear the number of the Ward as delineated by the Independent Electoral and Boundaries Commission in order to ensure that a project retains the same serial number every year until its completion.

List to be  
serialized

**26.** (1) The budget ceiling, for each Ward shall be

Basis for budget  
ceiling.

- (a) sixty percent of the amount specified in section 4 (2)
  - (a) divided equally among all wards;
- (b) fifteen percent of the amount specified in section 4 (2)
  - (a) divided equally based on the population level.
- (c) twenty percent of the amount specified in 4 (2) (a)
  - divided equally based on the geographical location.

- (d) five percent of the amount specified in 4 (2) (a) divided based on the poverty level.

(2) The Chairperson of the relevant Committee of the County Assembly shall table in the Assembly a schedule showing the ceiling for each Ward, which shall be determined in accordance with sub section (1).

27. (1) The types of projects submitted for funding under this Act shall comply with the provisions of this Act.

Criteria for  
Projects.

(2) It shall be the responsibility of the Ward Development Fund Committee to ensure that the list of projects submitted for funding comply with the provisions of the Act and their total cost does not exceed the allowable ceiling for the particular Ward or is not below that ceiling.

(3) If the list of projects submitted for funding is in contravention of subsection (2) the same shall be referred back to the Ward Development Fund Committee for amendment and re-submission.

(4) Whenever the amount for projects in a Ward is less than the allowable ceiling for reasons of projects being deleted in accordance with sub-section (3), or for whatever reason, the shortfall shall be indicated as unallocated amount against that particular Ward on the list to be forwarded to the Member of the County Executive Committee.

## **PART V—TYPES OF PROJECTS**

28. (1) Projects under this Act shall-

Projects to be  
community  
based.

- (a) be in respect of those falling within the functions of the county government as contemplated under Part 2 of the Fourth Schedule to the Constitution; and
- (b) be community based in order to ensure that the prospective benefits are available to a widespread cross-section of the inhabitants of a particular area.

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



(3) All projects shall be projects as defined under this Act and may include costs related to studies, planning and design or other technical input for the project but shall not include recurrent costs of a facility.

(4) Funds provided under this Act shall not be used for the purpose of supporting political bodies or political activities or for supporting religious bodies or religious activities.

(5) Notwithstanding the provisions of subsection (4), the Ward Development Fund Committee may identify a religious body or organization as an appropriate specialized agency for purposes of section 12 with regard to special support.

(6) A Ward Development Fund Committee office project shall be considered as a development project for purposes of the Act and may include appropriate furniture and equipment for the office.

(7) Each of the projects shall be listed on the Third Schedule including the emergency item under section 11 and, where applicable, the activities under subsection (8) of this section.

(8) The allocation may be used as follows-

- (a) eighty five percent of each Ward's annual allocation may be used for community based development projects identified by the local community;
- (b) an amount not exceeding three per cent may be used as expenses for running the Ward which may include rent and utilities, staff salaries and committees allowances;
- (c) three percent of each ward annual allocation may be used for sporting activities;
- (d) three percent of each Ward annual allocation may be used for environmental activities;
- (e) three percent of each Ward annual allocation may be used on capacity building;

- (f) purchasing, running and maintenance of motor vehicles and equipment must not take more than three percent of the total annual allocation.

29. (1) The number of projects to be included in the Ward Projects Submission Form specified in the Third Schedule shall be a maximum of twenty five for every Ward in each financial year.

Number of projects.

(2) Wards with unspent funds at the end of the financial year shall submit new proposals to the County Management Committee for approval in accordance with section 12(5) of this Act.

(3) Project activities of a similar nature in a particular Ward may be combined and considered as one project for purposes of subsection (1) provided that the sub projects are listed in the Second Schedule.

(4) Wards may pool resources for joint projects provided that the decision for such joint projects shall first be approved by the Ward Development Fund Committee of each of the participating wards and shall be reflected on the projects listed for each of the participating wards.

(5) Where wards have joint projects, the two wards shall form an adhoc committee to co-ordinate such projects.

30. (1) The Ward Development Fund Committee may make appropriate consultations with the relevant Government departments. This is done to ensure that cost estimates for the projects are as realistic as possible.

Cost estimates to be realistic.

(2) The Ward Development Fund Committee shall rank the projects in order of priority and whenever, in the opinion of the County Management Committee, the total cost of the projects listed exceed the ceiling for a particular Ward, then the order in which they are listed shall be taken as the order of priority for purposes of allocation of funds, provided that on-going projects shall take precedence over all other projects.

31. (1) A project or any part thereof which involve personal awards to any person in cash or in kind, shall be

Personal awards to be excluded.

excluded from the list of projects submitted in accordance with section 14 of the Act.

**32.** For the purposes of this Act, the County Management Committee may consider part funding of a project financed from sources other than the Fund so long as the other financiers or donors of that project have no objection and provided that the part funding for the project availed pursuant to this Act shall go to a defined unit or any part thereof or phase of the project in order to ensure that the particular portion defined in the allocation is completed with the funds allocated under this Act.

Counter-part funding to be permitted.

### **PART VI — THE WARD DEVELOPMENT FUND COMMITTEE AND THE COUNTY ASSEMBLY SELECT COMMITTEE**

**33** (1) There shall be a Ward Development Fund Committee for every Ward which shall be constituted by the elected Member of the County Assembly within the first thirty days of a new Assembly.

Establishment of Ward Development Fund Committee.

**34.** (1) The membership of the Ward Development Fund Committee shall comprise-

Composition of the Ward Development Fund Committee

- (a) a Chairperson nominated by the elected Member of the County Assembly;
- (b) two persons representing the male in the Ward of whom one shall be a youth;
- (c) two persons representing the female in the Ward of whom one shall be a youth;
- (d) one representative of local non-governmental organizations or religious organizations;
- (e) one member representing special interest groups;
- (f) the Ward Administrator who shall be the Secretary.

(2) The seven persons referred to in subsection (1) (b), (c), (d) and (e) shall be nominated through the following procedure—

- (a) within forty-five days of being sworn in, each Member of the County Assembly for a particular Ward shall convene open public meetings of registered voters in each of the elective wards in the County;
- (b) each villages within the wards shall then elect five persons whose names shall be forwarded to the officer of the Fund in the Ward;
- (c) upon conclusion of the election of the members in the manner stipulated in paragraph (b), the officer of the Ward Development Fund Committee shall forward the names of the members of the Ward Development Fund Committee to the Officer Administering the Fund for onward transmission to the Member of the County Executive Committee for gazettelement;
- (d) the Member of the County Assembly for the Ward shall be an *ex-officio* member of the Committee

(4) The Member of the County Executive Committee shall cause the names of persons appointed as members of the Wards Development Fund Committee, pursuant to sub-section (2) to be published in the Kenya Gazette.

(5) The first meeting of the Ward Development Fund Committee shall be convened within the first sixty days of a new County Assembly or a by-election, by the county government official at the Ward or in his or her absence, by an officer of the Ward Development Fund Committee seconded to the Ward, on such day as may be designated by the Member of the County Executive Committee.

(6) The Chairperson of the Ward Development Fund Committee in consultation with the Member of the County Assembly for the Ward, the sub-county administrator for the Ward, and the ward administrator for every ward shall, within the first year of a new County Assembly and at least once every two years thereafter, convene open forum public meetings in every ward in the County to deliberate on development matters in the Ward.

(7) Each village shall come up with a list of priority projects to be submitted to the Ward Development Fund Committee

(9) The term of office of the members of the Ward Development Fund Committee shall be three years irrespective of a county assembly term but shall be renewable and shall come to an end upon the appointment of a new Ward Development Fund Committee in a manner provided in this Act.

(10) The Officer of the Fund shall be the custodian of all records and equipment of the Ward during the term of the county assembly and during transitions occasioned by general elections or a by-election.

(11) Whenever a vacancy occurs in the Ward Development Fund Committee by reason of resignation, incapacitation or demise of a member then the vacancy shall be filled from the same category of persons where the vacancy has occurred.

(12) The Ward Development Fund Committee shall meet at least six times in a year and not more than twenty four times in every financial year including sub-committee meetings.

(13) The committee may employ staff, not exceeding five in number, and such staff shall have knowledge in information and communications technology, and basic accounting.

(14) Staff employed under subsection (13) shall help in project monitoring evaluation, co-ordination and proper keeping of records and such staff shall be remunerated from the funds allocated for administration and recurrent expenses.

**35** (1) Each unit of a ward shall come up with proposals, discuss them, select and prioritize a list of projects to be submitted to the Ward Development Fund Committee

Functions of the  
Ward  
Development  
Fund  
Committee.

(2) The Ward Development Fund Committee shall deliberate on project proposals from the Ward and any other project which the committee considers beneficial to the Ward, then draw up a priority project list both immediate and long term, out of which the list of projects to be submitted to County Assembly in accordance with section 14.

(3) The quorum of the Ward Development Fund Committee shall be one half of the total membership.

36. (1) The County Assembly shall, in accordance with its Standing Orders, establish a Select Committee consisting of a chairperson and not more than ten other members of the County Assembly.

Establishment of  
the County  
Assembly Select  
Committee.

(2) In determining the membership of the County Assembly Select Committee, the County Assembly shall ensure proportionate representation of the County Assembly political parties.

(3) The term of office of the members of the County Assembly Select Committee shall be three years renewable or upon the appointment of a new committee in a manner provided for in this Act, whichever comes earlier.

(4) The procedures and rules for the operations of the County Assembly Committee shall be governed by the Standing Orders of the County Assembly.

(5) The functions of the County Assembly Select Committee shall be to:

- (a) consider and recommend to the County Assembly any matter requiring action by the County Assembly pursuant to the provisions of this Act;
- (b) oversee the implementation of this Act and in this respect, shall after every two years submit a report to the County Assembly and where necessary, propose any amendments to this Act, in particular, with respect to the quantum of funds repayable into the Fund in accordance with section 4 of the Act;
- (c) oversee the policy framework and legislative matters that may arise in relation to the Fund;
- (d) continually review the framework set out for the efficient delivery of development programmes financed through the Fund;

- (e) consider and report to County Assembly with recommendations, names of persons required to be approved by County Assembly under this Act.

(6) The Committee may make reports other than the statutory report stated in sub section 5(b) to appraise the County Assembly on various matters relating to the Fund and to seek various approvals as required by the Act

37. (1) The County Management Committee shall, on a monthly basis, submit a report to the County Assembly Select Committee detailing—

Quarterly reports on projects and disbursements.

- (a) a summary of the project proposals received from the wards in the preceding month 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 Treasury to the County Account; and
- (d) any restriction imposed on a Ward Fund Account in accordance with the Act.

(2) The County Management Committee shall ensure that the list of projects forwarded to it by each ward is, upon approval, funded in accordance with the Act.

## **PART VII—IMPLEMENTATION OF PROJECTS**

38. (1) Projects under this Act shall be implemented with the assistance of the relevant department of County Government and all payments through cheques or otherwise shall be processed and effected in accordance with government regulations for the time being in force.

Project Management Committee to implement.

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

(3) The Ward Development Fund Committee and the County Management Committee shall be responsible for

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monitoring the implementation of projects and may designate a sub-committee, a ward committee or a project committee, the functions of monitoring an on-going project and shall submit a report on the ongoing projects to the ward administrator and sub-county administrator, and the County Assembly committee.

(4) All fixed and movable assets, including equipment bought under this Act for use by the Ward Development Fund Committee shall be the property of the County Government to be insured in the name of the County Government but serialized to reflect the name of the Ward.

(5) No asset or equipment acquired under this section shall be disposed of by the County Government without the prior approval of the County Management Committee.

(6) Any proceeds that may accrue from the disposal of any asset acquired pursuant to subsection (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 years Ward fund for that Ward.

**39.** (1) 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.

Procurement of  
services and  
Works.

(2) Regulations made under the Public Procurement and Disposals Act 2005 shall provide for the composition of the ward tender committees for purposes of procurement under this Act.

**40.** The officer of the Fund in every Ward 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—

Record of  
receipts and  
disbursement.

- (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 Ward Development Fund Committee not later than thirty days after the end of every financial year.

**41.** All funds received under this Act shall be audited and

Audit.



reported upon by the Auditor- General.

42. (1) Projects initiated by a community shall be eligible for support under this Act provided that such projects shall be submitted with the other projects in conformity with the requirements of this Act.

Community initiatives to be eligible.

(2) Pursuant to subsection (1), a community shall, maintain an elected committee to represent the interests of that community during and after the implementation of the project and such a committee shall conform to the requirements of this Act.

43. The County Management Committee shall ensure that no duplication of projects occur particularly where it is prudent to combine efforts on projects designed to benefit a large section or sector of a community traversing several wards in a County

Duplication of projects to be avoided.

44. (1) The County Management Committee shall, at the beginning of every financial year, prepare and circulate to the various Ward Development Fund Committees in that county a list of other government allocations for various projects in the County.

County Management Committee to prepare list.

(2) The Ward Development Fund Committee shall ensure cooperation with the Constituency Development Fund Committee to avoid duplicity of funding to projects within the Ward.

(3) Despite subsections (1) and (2), the existence of another allocation by government to a project in the Ward shall not be used as a reason to deny either approval or funding of any project consistent with this Act.

(3) The existence of another allocation by Government to a different project in the county shall not be used as a reason to deny either approval or funding of any project consistent with this Act.

## PART VIII—MISCELLANEOUS PROVISIONS

45. (1) The Member of the County Executive Committee may make regulations for the smooth running of the Fund and

Member of the County Executive

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such regulations shall be approved by the County Assembly before implementation.

Committee to make regulations.

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

**46** (1) The provisions of this Act shall be complimentary to any other development efforts by the national government, the county government 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 programmes.

Provisions in the Act are complimentary

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

**47.** 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 less than five years or to a fine not less than five hundred thousand shillings or to both.

Offences and penalties.

**48.** (1) All complaints and disputes by persons arising due to the administration of this Act shall be forwarded to the County Management Committee in the first instance.

Dispute resolution.

(2) Complaints of a criminal nature shall be forwarded by the County Management Committee and to the relevant government agencies with prosecutorial powers.

(3) Disputes of a civil nature shall be referred to the County Management 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 before the same is referred to court.

(4) Notwithstanding subsection (3), 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 Member of the County Executive Committee may appoint an arbitrator whose costs shall be jointly borne by the parties.

(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 or her official capacity or for any disputes against the Fund.

**49** (1) The initial capital of the Fund shall be such a sum as set aside for that purpose by the County Executive Committee Member with the approval of the County Assembly.

Transition

(2) Notwithstanding subsection (1), If this Act comes into operation mid-way in a financial year, then the chairman budget and appropriation committee shall within one month of its publication, introduce in the Assembly the amount proposed to be put in the Fund and the amount proposed, shall be allowed for through supplementary estimates.

## FIRST SCHEDULE

(s. 6)

### CONDUCT OF BUSINESS AND AFFAIRS OF THE COUNTY MANAGEMENT COMMITTEE

1. The Chairperson or a member of the County Management Committee other than *ex-officio* members shall, subject to the provisions of this Schedule, hold office for a period of three years, on such terms and conditions as may be specified in the instrument of appointment, but shall be eligible for appointment for not more than two terms;

Tenure of office.

2. (1) A member other than an *ex-officio* member may—

Vacation of office.

- (a) at any time resign from office by notice in writing to the Member of the County Executive Committee;
- (b) be removed from office by the Member of the County Executive Committee on recommendation of the County Management Committee if the member—
  - (i) has been absent from three consecutive meetings of the County Management Committee without its 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.

(2) The Chairperson shall not be removed from office unless such removal is in accordance with sub paragraph (1).

3. (1) The County Management Committee shall meet not less than six and not more than eighteen times in every financial year and not more than two months shall elapse between the date of one meeting and the date of the next meeting.

Meetings.

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

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

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

(5) The Chairperson shall when present, preside at every meeting of the County Management 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 Management Committee shall be by a majority of the votes of the members present and voting,

and in case of an equality of votes, the Chairperson or the person presiding shall have a casting vote.

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

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

4. (1) The County Management Committee may establish such committees as it may deem appropriate to perform such functions and responsibilities as it may determine.

Committees of  
the County  
Management  
Committee.

(2) The County Management Committee shall appoint the chairperson of a committee established under subparagraph (1) from amongst its members.

(3) The County Management Committee may where it deems appropriate, invite any person to attend the deliberations of any of its committees.

(4) All decisions by the committees appointed under subsection (1) shall be ratified by the County Management Committee.

5. (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 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.

Disclosure of  
interest.

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

(3) A member of the County Management Committee who contravenes subparagraph (1) shall cease to be a member of the County Management Committee upon direction of the

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Member of the County Executive Committee.

7. (1) The common seal of the County Management Committee shall be kept in such custody as the County Management Committee may direct and shall not be used except on the order of the County Management Committee.

Common seal.

(2) The affixing of the common seal of the County Management Committee shall be authenticated by the signature of the Chairperson, the Chief Executive Officer and one member nominated by the County Management Committee and any document not required by law to be made under seal and all decisions of the County Management Committee may be authenticated by the signatures of the Chairperson, the Officer Administering the Fund and that member nominated by the County Management Committee.

(3) The common seal of the County Management Committee when affixed to a document and duly authenticated shall be judicially and officially noticed and unless and until the contrary is proved, any necessary order or authorization by the County Management Committee under this section shall be presumed to have been duly given.

8. The provisions of this Schedule shall apply to the conduct of the business of the Ward Development Fund Committee but only where no specific provisions have been made in this Act, and only in so far as they do not constitute a contradiction or negation of the provisions of the Act.

Schedule to apply to Ward Development Fund Committees.







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FOURTH SCHEDULE (s. 22)

PROJECT DESCRIPTION FORM

Ward No. .... Ward Name ..... County .....

Project Number .....

Project Title .....

Sector .....

Status of projects (tick one) New ... Extension ... On going ...

Rehabilitation .....

Brief statement on project status at time of submission

.....  
.....  
.....  
.....

Financial year ..... 1st July ..... To 30<sup>th</sup> June .....

Original Cost estimates, in KSh. .... dated .....

Amount allocated last financial year .....

Person completing form: ..... Signature .....

Name ..... Position .....

Date .....