



PERFORMANCE CONTRACT

BETWEEN

COUNTY GOVERNMENT OF KILIFI

REPRESENTED BY

H.E. THE GOVERNOR

AND

**THE CHAIRPERSON KILIFI COUNTY PUBLIC SERVICE
BOARD**

FOR THE PERIOD

1ST JULY, 2019 TO 30TH JUNE, 2020

This Performance Contract (hereinafter referred to as “Contract”) is entered into between the County Government of Kilifi (hereinafter referred to as (“CG”) represented by the Governor of P.O. Box 519-80100 (together with its assignees and successors) of the one part, and the Chairperson, Kilifi County Public Service Board (hereinafter referred to as the “the Chairperson”), (together with its assignees and successors) of P.O. Box 491-80100 of the other part.

WHEREAS;

The County Government is committed to ensuring that public offices are well managed and they are cost effective in delivering quality services to the public in line with provisions of the Constitution of Kenya;

The County Government recognizes that County Public Service Board holds a vital key in the implementation of County priority programmes and projects, other national priorities including the “Big Four” Initiatives in order to improve the quality of life of the people of Kilifi County and make the County competitive;

The purpose of this performance contract is to establish the basis for ensuring that efficient and effective services are delivered to the people of Kilifi County in line with the provisions of the Constitution and by requiring the County Public Service Board to adapt systems that enable innovativeness and adaptability of public services to the needs of users.

This Performance Contract therefore represents a basis for continuous performance improvement that meets the needs and expectations of the county residents.

Therefore, the parties hereto agree as follows:

Part I: Statement of Responsibility by the Chairperson

The mandate of the Board is to:

- Establish and abolish offices in the County Public Service
- Appoint persons to hold or act in offices of the County Public Service including in the Boards of cities and urban areas within the County and confirm appointments
- Exercise disciplinary control over, and remove persons holding or acting in County offices.
- Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board
- Promote the Values and Principles referred to in Articles 10 and 232 of the constitution of Kenya 2010 in the County Public Service
- Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the County Public Service
- Facilitate the development of coherent, integrated Human Resource planning and budgeting for personnel emoluments in the Counties
- Advise the County Government on Human Resource Management and Development
- Advise County Government on implementation and monitoring of the national performance management systems in the counties
- Make recommendations to the Salaries and Remunerations Commission, on behalf of the County Government, on the remuneration, pensions and gratuities for County Public Service employees.

It is my responsibility to provide the required leadership in designing suitable plans and strategies that will contribute to high and sustainable socio- economic development. It is my undertaking to ensure that the Board has a credible strategic plan and performance contract that will deliver the desired goals.

It is also my undertaking that I will perform my responsibilities diligently and to the best of my abilities to support the achievement of the agreed performance targets.

Part II: Vision Statement, Mission Statement and Strategic Objectives

i) Vision

Highly performing, motivated and ethical County Public Service

ii) Mission

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

iii) Strategic Objectives

- 1) To strengthen the operational efficiency of the Board.
- 2) To promote sound Human Resource Management practices in the County Public Service.
- 3) To strengthen public participation, monitoring, compliance and reporting systems.

Part III: Statement of Strategic Intent by the Chairperson

In carrying out my duties, I intend to put all my efforts towards contributing effectively and efficiently to the achievement of the county development agenda as espoused in the Kenya Vision 2030 and CIDP, keeping in mind the specific priorities of the Board.

Bearing in mind the imperative of inclusivity, I will implement the following Strategic Intentions during the Financial Year:

- i) Enhance institutional development of CPSB
- ii) Strengthen Human Resource practices and systems for effective service delivery
- iii) Enhance public participation, accountability and compliance with best HR practices
- iv) Staff training for quality service, efficiency and effectiveness

Part IV: Commitments and Obligations of the County Government

- Acknowledgement of receipt of correspondence and approval of requests are made within the timelines stipulated in the Citizens' Service Delivery Charter.
- Release of budgetary allocation within seven (7) working days after exchequer' release. This will in turn ensure the department disburses funds to the Board within Seven (7) working days.

Part V: Reporting Requirements

The Board will submit Quarterly and Annual performance reports in the prescribed format to the Department of Devolution, Public and Disaster Management and other lead departments as specified in **Section 16** of the performance contracting guidelines for the purpose of monitoring progress and annual performance evaluation.

Part VI: Duration of the Performance Contract

This Performance Contract will run from 1st July 2019 to 30th June 2020.

Part VII: Signatories to the Performance Contract

For and on behalf of the County Public Service Board

Signature..... Date.....

Rose Jumwa Ngowa

Chairperson,

County Public Service Board

For and on behalf of the County Government

Signature..... Date.....

H.E. Hon Amason Jeffah Kingi EGH

Governor, County Government of Kilifi

Annex I: Performance Contract Matrix

		CRITERIA CATEGORY	UNIT OF MEASURE	WEIGHT %	CURRENT STATUS FY 2018/19	TARGET FY 2019/20
A		FINANCIAL STEWARDSHIP AND DISCIPLINE				
	A1.	Absorption of Allocated Funds	%	5	91.2	100
	A2.	Development Index	%	-	N/A	N/A
	A3.	A-in-A	Ksh	-	N/A	N/A
	A4.	Asset Management	%	2	N/A	100
	A5.	Pending Bills	%	3	10.9	<1
		Weight Sub Total		10		
B		SERVICE DELIVERY				
	B1.	Implementation of Citizens' Service Delivery Charter	%	2	N/A	100
	B2.	Customer Satisfaction	Report	2	1	1
	B3.	Application of Service Delivery Innovations	%	2	N/A	100
	B4.	Resolution of Public Complaints	%	2	N/A	100
	B5.	Automation	Report	2	N/A	1
		Weight Sub Total		10		
C		INSTITUTIONAL TRANSFORMATION				
	C1.	Development of County Planning Framework	%	3	50	100
	C2.	Youth Internships/Industrial Attachments/Apprenticeships	No	1	10	5
	C3.	Access to Government Procurement Opportunities (AGPO)	Ksh. (M)	2	7,661,800	5,419,440
	C4.	Promotion of Local Content in Procurement	Ksh.(M)	1.5	9,000,000	7,225,920
	C5.	Competence Development	%	2	N/A	100
	C6.	Knowledge Management	%	2	N/A	100
	C7.	Work Environment	%	1	20	100
	C8.	Safety and Security Measures	%	1	N/A	100
	C9.	Cascading of Performance Contracts	%	1.5	N/A	100

		CRITERIA CATEGORY	UNIT OF MEASURE	WEIGHT %	CURRENT STATUS FY 2018/19	TARGET FY 2019/20
		Weight Sub Total		15		
D		CORE MANDATE				
	D1.	Induction of new Board members	No.	4	N/A	2
	D2.	Training of Secretariat staff on change management	Report	2	N/A	1
	D3.	Development of the Board's Strategic Plan	%	5	N/A	100
	D4.	Sensitization of County Public Service on Values and Principles of Governance	Report	3	N/A	1
	D5.	Submission of Annual Report of Board's activities to the County Assembly	Report	5	1	1
	D6.	Resolution of Disciplinary cases	%	4	0	100
	D7.	Submission of report on compliance with Values and Principles of Governance by the County Public Service to the County Assembly	Report	5	N/A	1
	D8.	Train Board Members and the Secretariat on Performance Management	%	3	N/A	100
	D9.	Approval of Departmental organization structures and Staff Establishments	No.	6	N/A	11
	D10.	Training the County Public Service on Human Resource Planning	Report	3	N/A	1
D11.	Filling of vacant positions in the County Public Service	%	3	N/A	100	

		CRITERIA CATEGORY	UNIT OF MEASURE	WEIGHT %	CURRENT STATUS FY 2018/19	TARGET FY 2019/20
	D12.	Rationalization of staff	Report	3	N/A	1
	D13.	Human Resource policies and procedures sensitization.	Report	2	N/A	11
	D14.	Compliance with the Public Officer Ethics Act in the County Public Service	Report	3	N/A	1
	D15.	Sensitize Board members and Secretariat staff on the Values and Principles of good governance	Report	2	N/A	1
	D16.	Processing of CHRAC recommendations on acting appointments, promotions, re-designations and confirmations	Report	4	N/A	1
	D17.	Revenue Collection	Ksh.	-	N/A	N/A
	D18.	Ease of doing business	%	-	N/A	N/A
	D19.	Compliance with Statutory Obligations	%	3	50	100
	D20.	Project completion rate	%	-	N/A	N/A
		Weight Sub Total		60		
E		CROSS-CUTTING ISSUES				
	E1.	Prevention of Alcohol and Substance Abuse	%	0.5	N/A	100
	E2.	Prevention of HIV Infections	%	0.5	N/A	100
	E3.	Disability Mainstreaming	%	0.5	35	100
	E4.	Gender Mainstreaming	%	0.5	70	100
	E5.	Environmental Sustainability	%	1	N/A	100
	E6.	Corruption Prevention	%	1	N/A	100
	E7.	National Cohesion and Values	%	1	N/A	100
		Weight Sub Total		5		
		OVERALL TOTAL WEIGHT		100		

ANNEX II: EXPLANATORY NOTES

A	FINANCIAL STEWARDSHIP AND DISCIPLINE	
A1.	Absorption of Allocated Funds	<p>In 2018/19 Financial Year, the Board had a total budget of Ksh. 72,446,956 out of which the Board absorbed Ksh. 66,132,825 at an absorption rate of 91.2% as indicated below.</p> <ul style="list-style-type: none"> i. Recurrent Expenditure- 66,132,825 ii. Development Expenditure- 0 <p>The Board did not absorb all the funds due to over budgeting of Personnel emoluments.</p> <p>For FY 2019/20 the Board accurately budgeted for personnel emoluments and therefore commits to absorb 100% of the total allocated funds amounting to</p> <ul style="list-style-type: none"> i. Recurrent Expenditure- 55,920,072 ii. Development Expenditure-0
A2.	Development Index	The Board has not been allocated development money for this Financial Year (2019/20).
A3.	A-in-A	<p>The Board had no A-in-A facility in the previous financial year.</p> <p>During the Financial Year 2019/20, the Board does not anticipate any donor funds.</p>
A4.	Asset Management	<p>The Board will undertake the following:</p> <ul style="list-style-type: none"> i) Inventory management – Establish and maintain a catalogue of the Board’s assets (40 %); ii) Repairs –Restore assets, equipment and tools to usable condition after damage, tear or wear as per the schedule- (20%); iii) Disposal of Idle and Obsolete Assets –Develop and maintain inventory of idle assets, unserviceable, obsolete and surplus assets for sale, transfer to other public institutions, destruction, donation or any

		other authorized methods of disposal and forward information to the Supply Chain Management for disposal. (40%)
A5.	Pending Bills	<p>In the FY 2018/19, the Board had pending bills amounting to Ksh 7,965,260.60 representing 10.9% of the annual budget.</p> <p>The Board will implement prudent financial management strategies to ensure that pending bills for FY 2019/20 will not be more than 1% (Ksh. 559,200.72) of the total budget.</p>
B	SERVICE DELIVERY	
B1.	Implementation of Citizens' Service Delivery Charter	<p>The Board has a Citizens' Service Delivery Charter. In 2019/20, the Board will undertake the following:</p> <ul style="list-style-type: none"> i. Display the charter prominently at the point of entry of the Board offices in English. For the purpose of display and ease of notice by customers, the size of the charter, at minimum, shall be (3'x4') feet with clearly visible font size of the contents by 30th January, 2020. (10%) ii. Sensitize employees on the service charter and distribute the charter to sub county level by 2nd quarter. (20%) iii. Review the service delivery charter by 3rd quarter. (10%) iv. Translate the service delivery charter into Kiswahili by 3rd quarter.(10%) v. Ensure conformity with the commitments and standards of the charter by maintaining records of service delivery. (50%)
B2.	Customer Satisfaction	<p>The Board carried out a customer satisfaction survey in 2018.</p> <p>The Board will implement the recommendations of the survey</p> <p>The Board will carry out another survey in May 2020 and map out areas that will have scored poorly for</p>

		implementation
B3.	Application of Service Delivery Innovations	<p>The Board will:</p> <ul style="list-style-type: none"> i) Appoint desk officers amongst the Board members for each department to handle and channel all HRM issues to the relevant committees and follow-up on resolution of the same. (25%) ii) Conduct interviews at Sub County level when need arises (25%) iii) Interview candidates through Skype when need arises (25%) iv) Create a web page for the Board on the County website. (25%)
B4.	Resolution of Public Complaints	<p>The Board will undertake the following;</p> <ul style="list-style-type: none"> i) Appoint a complaint resolution committee (10%) ii) Install a complaints/suggestion box at a conspicuous place (20%) iii) Create a complaints register and regularly update it (20%) iv) Acknowledge complaints within seven (7) days of receipt (10%) v) Resolve the public complaints received (40%) vi) Submit quarterly reports on resolution of public complaints to the Commission on Administrative Justice (10%) vii) Get certification from Commission on Administrative justice
B5.	Automation	The Board will scan all the records and store them in soft copy
C	INSTITUTIONAL TRANSFORMATION	
C1.	Development of County Planning Framework	<p>During the contract period, the Board will develop:</p> <ul style="list-style-type: none"> ➤ 6 year Board strategic plan (2019-2024) (25%) ➤ Annual development plans (25%) ➤ Annual Board work plans (25%) ➤ Annual Board procurement plan (25%)
C2.	Youth Internships/ Industrial Attachments/Apprenticeships	<ul style="list-style-type: none"> i) The Board will offer attachment opportunity to at least 5 students in the contract period

C3.	Access to Government Procurement Opportunities (AGPO)	<p>In FY 2019/20 the Board will award value of tenders worth a minimum Kshs. 5,419,440 to Youth, Women and Persons with Disabilities (PWDs) this being 30% of the total Procurement Budget of Kshs. 18,064,800.</p> <p>In addition, at least 2% amounting to Kshs. 108,388 will be reserved for persons with disabilities.</p> <p>The Board shall submit to County Head of Supply Chain Management a summary of the procurement opportunities allocated to the target groups in the format provided in the PPRA website for onward transmission to PPRA.</p> <p>The Board shall submit to County Head of Supply Chain Management a summary of the procurement opportunities allocated to PWDs for onward transmission to NCPWD, via dmd@ncpwd.go.ke.</p>
C4.	Promotion of Local Content in Procurement	<p>The Board to reserve a minimum Ksh. 7,225,920 for local goods and services - this being 40% of total procurement budget Kshs. 18,064,800.</p> <p>The Board will prepare and submit quarterly reports to County Head of Supply Chain Management for onward transmission to the Ministry of Industry, Trade and Cooperatives.</p>
C5.	Competence Development	<p>To address career progression of individual employees and improve institutional performance, the Board shall carry out the following activities to address this performance indicator: -</p> <ul style="list-style-type: none"> (a) Undertake institutional (Board) Skills Gap Analysis (30%) (b) Formulate a training plan (20%) (c) Implement recommendations of the staff training needs assessment report (15%) <ul style="list-style-type: none"> -Train and mentor existing staff within the Board as per the Training Needs Assessment report (15%) (d) Sign Performance Appraisals for all secretariat staff (20%)
C6.	Knowledge Management	<p>To address the above indicator, the Board shall;</p> <ul style="list-style-type: none"> i. Identify and document data needs and data gaps under its mandate (30%) ii. Capture, organise and process data and information in a consistent manner (20%) iii. Establish patterns, trends and attributes of

		<p>the processed data and information (10%)</p> <p>iv. Draw insights from the data and knowledge intelligence in addressing critical problems to inform on policy and resource allocation (15%)</p> <p>v. Preserve and share knowledge and lessons learnt across the County Departments/Boards, Sectors, County Governments, Council of Governors and National Government for continual improvement (25%)</p>
C7.	Work Environment	<p>During the contract period the Board aims to:</p> <p>i) Reserve a room for breastfeeding mothers (20%)</p> <p>ii) Prepare a work plan and implementation of the Work Environment Survey recommendations by the end of FY 2019/20 (40%)</p> <p>iii) Prepare an evaluation report on the implementation of the survey recommendations (40%).</p>
C8.	Safety and Security Measures	<p>The Board shall;</p> <p>a. Put in place mechanisms to mitigate against technological and physical hazards- By</p> <ul style="list-style-type: none"> • Provision of standard color (grey) overall to all cleaners (10%) • Installing anti-viruses for all Board computers (10%) • Signing oath of secrecy for secretariat staff (10%) • Training secretariat staff on fire preparedness (10%) • Install fire fighting appliances (10%) • Seek services of a security officer to man the Board offices (10%) • Develop a safety and security policy manual (for both physical assets and information) (10%) <p>b. Establish information assets on the basis of Value, Integrity, Importance and Confidentiality and secure them. (20%)</p> <p>c. Reserve 2% of the Board budget for items for disaster preparedness to include: (10%)</p>
C9	Cascading of Performance	<p>The Board will fully establish, operationalize and cascade Performance contracting as follows;</p>

	Contracts	<p>(a) Governor to sign with the Chairperson (15%)</p> <p>(b) Chairperson to sign with Board Members and Board Secretary (15%)</p> <p>(c) Board Secretary to sign with Directors (30%)</p> <p>(d) The Directors to sign performance appraisals with the staff under them (40%)</p>
D	CORE MANDATE	
D1	Induction of Board members	The Board will collaborate with other stakeholders to conduct at least two (2) induction trainings for new Board members by the end of 2 nd quarter.
D2	Training of Secretariat staff on change management	The Board shall train secretariat staff on change management to prepare them for the transition to the new Board by the end of 1 st quarter.
D3	Development of the Board's Strategic Plan	<p>The previous Strategic Plan expired in June 2019. During the period, the Board will develop the Strategic Plan for the next six years.</p> <p>1. Conduct stake holder forum by end of 2nd quarter (30%)</p> <p>2. Draft strategic plan by February 2020 (30%)</p> <p>3. Approved strategic plan launched by June 2020 (40%)</p>
D4	Sensitization of the County Public Service on values and principles of governance	<p>During the contract period, the Board will sensitize the following levels of staff on the values and principles of Governance</p> <ol style="list-style-type: none"> 1. Chief Officers 2. Directors 3. Human Resource Officers 4. Section Heads 5. Accountants 6. Procurement Officers 7. Internal Auditors
D5	Submission of annual report of Board's activities to the County Assembly	The Board will prepare and submit annual report of activities to the County Assembly by 31 st January, 2020.
D6	Resolution of disciplinary cases	<p>The Board will conclude six (6) pending disciplinary cases (50%)</p> <p>Conclude new cases within six (6) months of their initiation where possible. (50%)</p>
D7	Submission of report on compliance with values and principles of governance by the County Public	During the contract period, the Board will prepare and submit a report to the County Assembly by 30 th June, 2020 on the extent to which the values and principles of governance have been complied with by the County Public Service.

	Service to the County Assembly	
D8	Train Board members and the Secretariat on Performance Management	The Board undertakes to do the following; <ol style="list-style-type: none"> 1. Train Board members and Senior Secretariat staff on Performance Contracting (40%) 2. Train all the secretariat staff on Performance Appraisal (60%)
D9	Approval of Departmental organizational structures and establishments	During the contract period, the Board will approve organizational structures and staff establishments for 11 departments within the County including the Board secretariat subject to the structures and establishments meeting the requirements.
D10	Training the County Public Service on Human Resource Planning	During the contract period, the Board will coordinate training of the following levels of staff on Human Resource Planning <ol style="list-style-type: none"> 1. Chief Officers 2. Directors 3. Human Resource Officers
D11	Filling of vacant positions in the County Public Service	During the contract period, the Board will look into the approved staff establishments and organograms of all departments and fill vacancies that are urgent.
D12	Rationalization of staff	The Board will coordinate staff/ casuals audit to establish the correct position on the ground and take corrective measures in collaboration with the internal audit section and the Human Resource Directorate.
D13	Human Resource Policies and Procedures sensitization	The new Board will be sensitized on the following policies: <ol style="list-style-type: none"> 1. Code of conduct and Ethics 2. Disciplinary Procedures Manual 3. Gender Policy 4. HIV and Aids Policy 5. Delegation of Authority Framework 6. Training and Development Policy 7. Regulations for engagement of casuals 8. Guidelines on Internships and attachments 9. Recruitment and Selection Policy 10. Drugs and Substance Abuse Policy 11. Performance Management Guidelines
D14	Compliance with the Public Officer Ethics Act in the County	The Board will coordinate the filling in of Declaration of Income Assets and Liabilities (DIALs) for all County Staff, compile and submit a report of the same to the Public Service Commission and Ethics and Anti-Corruption

	Public Service	Commission. Secretariat staff to be sensitized on DIALS.
D15	Sensitize Board members and Secretariat staff on the Values and Principles of good governance	The Board members and Secretariat staff shall be sensitized on the values and principles of good governance as enshrined in the constitution.
D16	Processing of CHRAC recommendations on confirmations, promotions, re-designations and acting appointments	The Board will, upon resolution, process the recommendations of CHRAC on confirmation, promotions, re-designations and acting appointments subject to availability of funds and communicate its decision promptly to the affected officer(s).
D17	Revenue Collection	The Board does not collect any revenue
D18	Ease of doing business	The Board has not have an indicator on ease of doing business
D19	Compliance with Statutory Obligations	<p>The Board will comply with the following statutory obligations:</p> <p>(i) Public Procurement and Disposal Act, regulations and rules and submit the plan to Public Procurement Regulatory Authority (PPRA) by 31st August through the Head of Supply Chain Management. Also, submit quarterly procurement plan implementation reports to PPRA as per prescribed timelines (20%)</p> <p>(ii) Constitutional and legal provisions:</p> <ul style="list-style-type: none"> • 30% of appointments from outside the County • 5 % of appointments should comprise of PWDs • Affirmative action on appointments to include gender, minorities and marginalized groups (80%) <p>Subject to the applicants meeting the minimum requirements for the positions.</p>
D20	Project Completion Rate	The Board has no indicator on Project Completion Rate
E	CROSS-CUTTING ISSUES	
E1.	Prevention of Alcohol and Substance Abuse (ASA)	<p>The Board will undertake the following:</p> <ul style="list-style-type: none"> • Implement the recommendations of the ASA Baseline line survey to be undertaken by DPSDM

		<p>Department (30%)</p> <ul style="list-style-type: none"> • Develop workplace policy on ASA (15%) • Nominate a representative to the ASA Mitigation Committee (10%). • Sensitize Board members and Secretariat staff on prevention of alcohol and substance abuse in liaison with NACADA(15%). • Provide appropriate support mechanisms for persons with Substance Use Disorders (Counseling, Treatment and Rehabilitation and Referral etc.) (15%). • Compile and submit report to DPSDM department for onward transmission to National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA) (15%)
E2.	Prevention of HIV Infections	<p>The Board will undertake the following:</p> <ol style="list-style-type: none"> a) Develop HIV and AIDS workplace policy (10%) b) Constitute HIV and AIDS committee (5%) c) Develop annual work plan for HIV and AIDS programs (20%) d) The Board will encourage members and secretariat staff on HIV, Blood pressure, Blood sugar and BML (20%) e) The Board will coordinate the sensitization of Board members and Secretariat staff on Non communicable diseases (NCD) including cancer, diabetes, hypertension, stress management and mental health (10%) f) Sensitize Board members and secretariat staff on HIV prevention (10%) g) Place condoms strategically (15%) h) Compile and submit MAISHA 1 quarterly reports to the DPSDM Department (10%)
E3.	Disability Mainstreaming	<ol style="list-style-type: none"> a) Maintain disaggregated data by number, age, gender, placement and forms of disability for staff and individuals reached by the Boards programmes (10%) b) Ensure that at least 5% of the new employees in the County Public Service are PLWDs provided that they are suitable for the position (20%) c) Ensure ease of access of Board information to the public for the deaf and hard of hearing through engagement of a sign language interpreter (20%) d) Where need arises, the Board shall provide its

		<p>services on the ground floor for the PLWDs who are unable to access the Board offices upstairs (20%)</p> <p>e) The Board shall forward copies of all County job advertisements to the National Council for Persons with Disabilities, Kilifi Office (20%)</p> <p>f) The Board shall submit quarterly reports using the prescribed format Department of Gender, Culture, Social Services and Sports (GCSS) (10%)</p>
E4.	Gender Mainstreaming	<p>a) Implement the recommendations of the baseline survey on Gender Mainstreaming carried out by the County Department of GCSS (30%)</p> <p>b) Implement Gender Policy developed by DGSS (25%)</p> <p>c) Sensitize Board members and Secretariat staff on Gender mainstreaming (10%)</p> <p>d) Encourage gender parity by complying with one-third gender representation policy on appointments and promotions in the County Public Service, as per the constitution (20%)</p> <p>e) Submit annual gender mainstreaming progress report to the Department of Gender, Culture Social Services and Sports for onward transmission to National Gender and Equality Commission (15%)</p>
E5.	Environmental Sustainability	<p>The Board will undertake the following:</p> <p>i) Nominate one officer to the County Environment Committee (50%)</p> <p>ii) Promote environmental protection and conservation through partnerships with stakeholders by participating in Corporate Social Responsibility (CSR) activities like tree planting initiatives, cleaning of the beach (50%).</p>
E6.	Corruption Prevention	<p>The Board will undertake the following:</p> <p>a) Maintain a corruption free zone by establishing corruption mitigation measures eg establishing corruption reporting mechanisms (40%)</p> <p>b) Facilitating the training of officers on integrity (40%)</p> <p>c) Submit quarterly performance reports to DPSDM using the prescribed reporting format (10%)</p>
E7.	National Cohesion and Values	<p>The Board will implement the following commitments;</p> <p>a) Continual public awareness creation and capacity building on national values and principles of governance (12%)</p>

		<ul style="list-style-type: none">b) Align recruitment of staff to the realization of the “Big Four” agenda (12%)c) Embrace ICT and other innovative ways to enhance service delivery (12%)d) Enhance access to Government Procurement Opportunities (AGPO) and other empowerment programs (12%)e) Enhance protection of the environment (12%) <p>Submit in the prescribed format the Annual Report on measures taken and progress achieved in the realization of National Values and Principles of Governance to the directorate of National Cohesion and Values by 15th January 2010 through the office of the County Secretary (40%).</p>
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