

**THE PUBLIC APPOINTMENTS (COUNTY  
ASSEMBLIES APPROVAL) BILL, 2014**

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**SCHEDULE**

**CRITERIA FOR VETTING OR APPROVAL OF  
NOMINEES FOR APPOINTMENT TO PUBLIC  
OFFICE BY THE COUNTY ASSEMBLY**

**THE PUBLIC APPOINTMENTS (COUNTY  
ASSEMBLIES APPROVAL) BILL, 2014**

**A Bill for**

**AN ACT of Parliament to provide for the  
procedure for the approval of public  
appointments by County Assemblies and for  
connected purposes**

**ENACTED** by the Parliament of Kenya, as follows —

1. This Act may be cited as the Public Appointments (County Assemblies Approval) Act, 2014. Short title.
  
2. In this Act, unless the context otherwise requires— Interpretation.
  - “appointing authority” means any person who, under the Constitution or any other law, is required to make an appointment for which the approval of a County Assembly is required;
  - “appointment” includes any re-appointment to the same body, whether or not in the same capacity;
  - “candidate” means a person who has been proposed or nominated for appointment to a public office;
  - “Clerk” means the Clerk of the relevant County Assembly; and
  - “committee” means the relevant committee of a County Assembly or such other committee as the Speaker of the County Assembly may, for good reason, direct.
  
3. The objects and purposes of this Act are to— Objects and purposes.
  - (a) provide for the procedure for the approval of public appointments by County Assemblies; and
  - (b) provide clarity and guidance to the County Assemblies as they exercise their functions of approving public appointments.
  
4. An appointment under the Constitution or any other law for which the approval of a County Assembly is required shall not be made unless the appointment is approved by the relevant County Assembly in accordance with this Act. Exercise of powers of appointment.
  
5. Any advertisement inviting applications for Notification of

nomination for appointment to an office to which this Act applies shall indicate that candidates so nominated shall be required to appear before a committee of the relevant County Assembly for vetting at least twenty one days prior to the date set for the vetting of the nominee.

vetting  
requirements.

**6.** (1) An appointing authority shall, upon nominating a person for an appointment to which this Act applies, notify the relevant County Assembly accordingly.

Notification of  
nomination.

(2) A notification under subsection (1) shall be—

(a) in writing;

(b) lodged with the Clerk of the County Assembly.

(3) A notification of nomination shall be accompanied by information concerning the nominee, having regard to the issues specified under section 7.

(4) For the purposes of this Act, a notification of nomination shall be deemed to be duly given on the day on which it complies fully with subsections (2) and (3).

**7.** (1) Following the receipt of the notification of nomination under section 6(2)(b), the Speaker shall report the receipt of the notification to the County Assembly, following which the notification shall be committed to the relevant committee of the Assembly.

Approval hearing.

(2) The chair of the committee shall determine the time and place for the holding of the approval hearing which shall not be later than seven days from the date of the committal of the notification to the committee.

(3) The Clerk shall notify a candidate of the time and place for the holding of an approval hearing by notice in at least two newspapers of national circulation and by writing and such other form of communication as the Clerk shall consider appropriate.

(4) The committee shall, by notice in at least two newspapers of national circulation, notify the public of the time and place for holding an approval hearing at least seven days prior to the hearing.

(5) Subject to this Act, all committee proceedings on public appointments shall be open and transparent.

(6) Despite subsection (5), a committee may, on its

own motion or on the application of a candidate or any other concerned person, determine that the whole or part of its sittings shall be held in camera.

(7) An approval hearing shall focus on a candidate's academic credentials, professional training and experience, personal integrity and background.

(8) The criteria specified in the First Schedule and the assessment form specified in the Second Schedule shall be used by a committee during an approval hearing for the purposes of vetting a candidate.

(10) Any person may, prior to the approval hearing, and by written statement on oath, provide the Clerk with evidence contesting the suitability of a candidate to hold the office to which the candidate has been nominated.

(11) A candidate may, at any time, by notice in writing addressed to the Clerk, withdraw from the approval process and the candidate's nomination shall thereupon lapse.

**8.** The issues for consideration by the relevant County Assembly in relation to any nomination shall be—

Issues for  
consideration.

- (a) the procedure used to arrive at the nominee including the criteria for the short listing of the nominees;
- (b) any constitutional or statutory requirements relating to the office in question; and
- (c) the suitability of the nominee for the appointment proposed having regard to whether the nominee's credentials, abilities, experience and qualities meet the needs of the body to which the nomination is being made.

**9.** (1) Unless otherwise provided in any law, a committee shall consider a nomination and table its report in the County Assembly for debate and decision within fourteen sitting days from the date on which the committee first sits to consider the nomination.

Period for  
consideration and  
report.

(2) At the conclusion of an approval hearing, the committee shall prepare its report on the suitability of the candidate to be appointed to the office to which the candidate has been nominated and shall include in the report such recommendations as the Committee may

consider necessary, including a recommendation on whether or not the nominee should be approved for appointment to public office.

**10.** Where the nomination of a candidate is rejected by a County Assembly, the appointing authority may submit to the County Assembly the name of another candidate, and the procedure for approval specified in this Act shall apply accordingly.

Rejection of nomination.

**11.** (1) The Clerk shall notify the appointing authority of the decision of the County Assembly within fourteen days of the decision.

Notification of decision.

(2) The appointing authority shall, upon the approval of the nominees for appointment by the County Assembly and subject to the applicable written law, appoint the nominee within a period of seven days from the date of notification of the decision of the Assembly under subsection (1).

**12.** (1) The committee shall have power to summon any person to appear before it for the purpose of giving evidence or providing information during the approval hearing.

Powers of the committee.

(2) For the purposes of subsection (1), the committee shall have the same powers as the High Court to—

- (a) enforce the attendance of witnesses and examine them on oath, affirmation or otherwise;
- (b) compel the production of documents; and
- (c) issue a commission or request to examine witnesses abroad.

(3) Any person who is summoned by the committee and who—

- (a) disobeys any order made by a committee for attendance or for production of papers, books, documents or records; or
- (b) gives false or misleading information or refuses to be examined before, or to answer any relevant question put by, a committee;

commits an offence and shall be liable, on conviction, to a fine not exceeding two hundred thousand shillings or to

imprisonment for a term not exceeding one year, or to both.

13. (1) For the avoidance of doubt, nothing in this Act may be construed as providing for or dealing with –

Non-money Bill  
status.

- (a) taxes;
- (b) the imposition of charges on a public fund or the variation or repeal of any of those charges;
- (c) the appropriation, receipt, custody, investment or issue of public money;
- (d) the raising or guaranteeing of any loan or its repayment; or
- (e) matters incidental to any of those matters.

(2) There may be established a fund which shall consist of monies specified under subsection (3).

(3) Any expenses that may be occasioned in the implementation of this Act shall be provided from –

- (a) such gifts, grants or donations as may be given;
- (b) such monies as may, in the future, be provided by the National Assembly for defraying the expenses incurred in the implementation of this Act; and
- (c) such other monies that may lawfully accrue in the discharge of the functions under this Act, not being monies accruing pursuant to Article 114 of the Constitution.

## **FIRST SCHEDULE**

(s. 7(8))

### **CRITERIA FOR VETTING OR APPROVAL OF NOMINEES FOR APPOINTMENT TO PUBLIC OFFICE BY COUNTY ASSEMBLIES**

#### **QUESTIONNAIRE**

*Notes:*

- (a) This questionnaire applies to appointments to public office arising by or under the Constitution or any other law where the approval of a County Assembly is required.
- (b) The questionnaire shall be used by the relevant committee of a County Assembly to vet a nominee appearing before the

committee in the process of approval by the relevant County Assembly.

- (c) The questionnaire shall be filled and submitted by the nominee to the relevant committee of the County Assembly through the Clerk on or before a date set by the committee.
- (d) The submission of false information in the questionnaire shall lead to the automatic disqualification of a nominee.
- (e) Any form of canvassing by a nominee shall lead to disqualification.
- (f) The nominee must answer all the questions.

1. Name:(State full name).....
2. Position:(State office to which you have been nominated) .....
3. Sex: .....
4. Date of Birth:(State year and place of birth).....
5. Marital Status: .....
6. Day-time phone number:
7. Mobile phone number:.....
8. Email Address: .....
9. ID Number: .....
10. PIN Number: .....
11. Nationality:.....
12. Postal Address: .....
13. Town/City: .....
14. Knowledge of Languages: (Specify Languages).....
15. Education:(List, in reverse chronological order, each university, college, or any other institution of higher education attended and indicate, in respect of each, the dates of attendance, academic award obtained, whether a degree was awarded, and the dates on which each such degree was awarded).
16. Employment Record:(List in reverse chronological order all government agencies, business or professional corporations, companies, firms or other enterprises with which you have been affiliated as an officer, director, partner, proprietor, employee or consultant).

17. Honours and Awards: (List any scholarships, fellowships, honorary degrees, academic or professional honours, honorary society memberships, military awards and any other special recognition for outstanding service or achievement and in respect of each, state the date of award and the institution or organization that made the award).
18. Professional Associations (where applicable): (List all professional associations of which you are or have a member and give any positions held and the respective dates when each such position was held).
19. Memberships: (List all professional, business, fraternal, scholarly, civic, charitable or other organizations, (other than those listed in response to Question 17) to which you belong or have belonged).
20. Published Writings:
  - (a) List the titles, publishers and dates of books, articles, reports letters to the editor, editorial pieces or other published materials you have authored or edited.
  - (b) Supply four (4) copies of any reports, memoranda or policy statements you prepared or contributed in the preparation of any bar association, committee, conference or organization of which you were a member.
21. Public Office, Political Activities and Affiliations:
  - (a) List chronologically any public offices you have held or are currently holding, including the terms of service and whether such positions were elected or appointed.
  - (b) List all memberships and offices held in and services rendered, whether compensated or not, to any political party or election committee. If you have ever held a position or played a role in a political campaign, identify the particulars of the campaign, including the candidate, dates of the campaign, your title and responsibilities. Also include any linkage you have to a political party at present.
  - (c) Have you ever been dismissed or otherwise removed from office for a contravention of the provisions of Article 75 of the Constitution?
  - (d) Have you ever been adversely associated with practices that depict bias, favouritism or nepotism in the discharge of public duties?
22. Deferred Income/Future Benefits: (List the sources, amounts and dates of all anticipated receipts from deferred income arrangements, stock, options, uncompleted contracts and other future benefits which you



expect to derive from previous business relationships, professional services, firm memberships, etc).

23. Outside commitment during service in office: (Do you have any plans, commitments or agreements to pursue outside employment with or without compensation during your service in office? If so explain).
24. Sources of Income: (List sources and mounts of all income received during the calendar year preceding your nomination and in the current calendar year).
25. Tax Status: (State whether you have fully complied with your tax obligations to the State up to the end of the financial year immediately preceding the nomination for appointment).
26. Statement of Net Worth: (State you financial net worth).
27. Potential Conflicts of Interest:
  - (a) Identity the family members or other persons, parties, categories of litigation or financial arrangements that are likely to present potential conflicts-of-interest when you first assume the position to which you have been nominated. Explain how you would address any such conflict if it were to rise.
  - (b) Explain how you will resolve any potential conflict of interest, including the procedure you will follow in determining these areas of concern.
28. Pro-Bono/Charity Work/Donations to charity: (Describe what you have done by way of pro bono or charity work, listing specific instances, the amount contributed and the amount of time devoted to each).
29. Have you ever been charged in a court or law in the last three years? If so, specify the nature of the charge, where the matter is ongoing, the present status of the matter, or where the matter is concluded, the judgment of the court, or otherwise, how the case was concluded.
30. Have you ever been adversely mentioned in an investigatory report of Parliament or any other Commission of inquiry in the last three years?
31. Have you any objection to the making of enquiries with your present employer/referees in the course of consideration of your nomination?
32. References:(List three persons who are not your relatives who are familiar with your character, qualification and work).

**SECOND SCHEDULE**

(s. 7(8))

**ASSESSMENT FORM**

Name of Candidate: .....

Interviewer: .....

	RATINGS		
	Marks available	Marks awarded	Comments
Work experience (as it relates to the position)	25		
Education/training (relevant to the position)	25		
Interest in and knowledge relating to specific position	15		
Communication skills (written/oral)	10		
Presentation (promptness, neatness of resume/application, appearance)	10		
Decision making/problem solving skills	15		
Total marks	100		
Signature: .....			
Date: .....			

Note: The relevant experience to be assessed will depend on the job in question

Each panel member should fill in the form independently

## **MEMORANDUM OF OBJECTS AND REASONS**

### **Statement of the Objects and Reasons for the Bill**

The main objective of this Bill is to provide a legislative framework through which nominees for appointment to public offices, for which the approval of a County Assembly is required under the Constitution or any other law, are vetted and approved for appointment by the County Assemblies.

### **Statement on the delegation of legislative powers and limitation of fundamental rights and freedoms**

The Bill does not delegate legislative powers nor does it limit fundamental rights and freedoms.

### **Statement of how the Bill concerns County Governments**

One of the functions of the County Assemblies is to approve the appointment to office of various public officers. This Bill is intended to provide guidance and clarity on the process to be followed by a County Assembly and the relevant committee of the Assembly while considering a nomination for appointment to public office. As such, the Bill is a Bill that affects the powers and functions of County Assemblies and it is therefore a Bill that concerns county government in terms of Article 110(1)(a) of the Constitution.

### **Statement that the Bill is not a money Bill within the meaning of Article 114 of the Constitution**

Clause 13 of the Bill specifically removes the Bill from the ambit of the matters listed under Article 114 of the Constitution. The clause further provides that any expenses that may be occasioned by the implementation of the Act are to be provided from such gifts, grants or donations as may be given or from such monies as the National Assembly may, in the future, provide for the defraying of such expenses. The Bill also provides that a fund may be established for the purposes of the custody of such funds. The Bill does not therefore appropriate funds for the implementation of the Act; any appropriation would be effected through separate legislation which would be introduced and enacted in terms of Article 114 of the Constitution. This Bill is therefore not a money Bill within the meaning of Article 114 of the Constitution.

Dated the 20th May. 2014.

STEWART MADZAYO,  
*Chairman, Standing Committee  
on Labour and Social Welfare.*