



BOMET COUNTY ASSEMBLY SERVICE BOARD

THIRD ASSEMBLY

**ANNUAL REPORT OF THE COUNTY ASSEMBLY
SERVICE BOARD FOR THE CALENDAR YEAR 2025**

MARCH, 2026

VISION, MISSION & CORE VALUES



VISION STATEMENT

A supreme, independent and effective legislature that promotes good governance, democracy and the rule of law.



MISSION STATEMENT

To exercise sovereignty on behalf of the people of Bomet County through progressive legislation, fair representation and effective scrutiny in order to advance their livelihoods.



CORE VALUES

- Transparency
- Professionalism
- Equity
- Achievement
- Accountability

MESSAGE FROM THE CHAIR



The year 2025 was a period of significant progress and consolidation for the County Assembly Service Board, marked by deliberate efforts

to strengthen institutional capacity, enhance service delivery, and promote good governance within the Assembly.

In accordance with Article 10 of the Constitution of Kenya, which enshrines the principles of integrity, transparency, accountability, inclusiveness, and sustainable development, I am honored to present the achievements and milestones of the County Assembly Service Board for the period under review.

The Board approved Medical Exgratia support for Members of County Assembly (MCAs) and staff. This decision reflects our commitment to the welfare of our members and staff, ensuring that their health needs are met with compassion and responsibility. In addition, the Board approved the engagement of partisan staff for Members of the County Assembly, with three staff members allocated per ward office. This initiative strengthens service delivery at the grassroots

level and enhances representation for our constituents.

Capacity building remained a key priority. The Board facilitated training of appraisal by the Kenya School of Government (KSG) for the Board, Management, and Performance Management Steering Committee (PMSC), while all staff underwent training on the Code of Conduct and Ethics by the Ethics and Anti-corruption Commission (EACC). These programs reinforced professionalism and accountability within our institution. Furthermore, the Board approved study leave for a staff member, underscoring our dedication to continuous learning and career development. Broader capacity building initiatives for both Members and Staff were also undertaken, enhancing institutional knowledge and governance practices.

The Board celebrated unity and inclusivity through the end-year party, where recognition and rewards were presented to outstanding Members and staff. This event fostered cohesion and reinforced the importance of appreciating excellence in service. Beyond internal development, the Board engaged in foreign trips for benchmarking, addressed legal matters including the Kenya School of Law's assessment of pupillage, and participated in CASA Sports to promote wellness and teamwork. The adoption of a Gym Policy

further demonstrated our commitment to Members and staff health and productivity.

We also hosted the County Assembly Service Week, strengthening public participation and transparency. The implementation of the Internal Audit, Risk, and Compliance Plan ensured accountability and prudent resource management, while our active involvement in the Legislative Summit provided opportunities for collaboration and knowledge exchange across assemblies.

Significant strides were made in infrastructure development, including the installation of a lift. These projects enhance efficiency in our operations. Moreover, the Board prioritized public participation, ensuring that citizens remain at the center of governance and decision-making.

These achievements reflect our unwavering commitment to the principles of good governance and service delivery. As we look

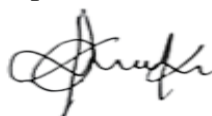
ahead, the County Assembly Service Board of Bomet remains steadfast in advancing institutional growth, empowering staff, and upholding the Constitution in all our undertakings.

The County Assembly faced notable challenges during the period under review, particularly financial constraints which limited the pace of program implementation and required careful prioritization of resources. Additionally, the introduction of the electronic Government Procurement (eGP) system, while aimed at enhancing transparency and accountability, slowed down operations during its transition phase as Members and staff had to adjust to the new requirements. Despite these hurdles, the Board remained resilient and committed to its mandate, ensuring that service delivery and governance standards were upheld.

Hon. Cosmas Korir

Chairperson of the Board

Signed



March 2026

PREFACE



It is my honor to present this preface, which highlights the key decisions and milestones achieved during the period under review. Guided by the principles of integrity,

accountability, inclusiveness, and transparency as enshrined in Article 10 of the Constitution of Kenya, the Board remained committed to strengthening institutional capacity and enhancing service delivery.

During the year, the Board approved the engagement of contractual staff, ensuring that the Assembly's operations were adequately supported and that service delivery to members and the public was seamless. The Board also sanctioned the secondment of staff, including the appointment of an Office Administrator and the deployment of a Deputy Director of Administration to serve as Acting Chief Executive Officer of the Bomet County Public Service Board. These measures reinforced administrative efficiency and strengthened leadership within the Assembly. In addition, the internship program was sustained, providing young professionals with valuable opportunities to gain practical

experience and contribute to institutional growth.

The Board further approved the re-designation of some staff, aligning their expertise with the Assembly's operations. Promotions were also granted to some staff, recognizing dedication and enhancing career progression within the Assembly.

In line with staff welfare, the Board approved the establishment of a Post-Retirement Medical Fund, demonstrating its commitment to the well-being of Members and employees beyond their years of active service. While celebrating these achievements, the Board also acknowledged transitions, including the resignation of a staff member who joined the National Government.

These decisions reflect the Board's dedication to building a strong, professional, and accountable institution. As Secretary, I commend the collective efforts of the Board, staff, and stakeholders in advancing the Assembly's mandate and upholding the values of good governance. The period under review stands as a testament to our shared commitment to service excellence and institutional growth.

Isaac Kitur

Secretary to the Board

Signed

A handwritten signature in dark ink, appearing to be 'Isaac Kitur', written over a horizontal line.

March 2026

COMPOSITION OF THE BOARD



Hon. Cosmas Korir
Chairperson



Hon. Wesley Kiprotich
Vice Chairperson



Hon. Anne Chepkemai
Board Member



Mr. Jonathan Soi
Board Member



Mrs. Juliana Yegon
Board Member



Mr. Isaac Kitur
Board Secretary/Clerk

EXECUTIVE SUMMARY

The County Assembly Service Board Act, 2017 section 36 (1) and (2) stipulates that within three months after the end of each calendar year, the Board shall prepare and lay before the County Assembly, a report of its operations during that year. The Act further stipulates that the annual report shall in respect of the year to which it relates, contain— the activities the Board has undertaken; an evaluation on the extent to which the values and principles referred to in Articles 10 and 232 of the Constitution are complied with in the public service; information relating to performance of the Service and attendant challenges; and any other information that the Board may consider relevant.

This Annual Report presents a summary of the key activities, achievements, and administrative milestones realized by the County Assembly Service Board during the year 2025. The year under review was characterized by a continued focus on strengthening institutional capacity, enhancing service delivery, and supporting the effective functioning of the County Assembly.

In the area of human resource management, the Board implemented several strategic interventions aimed at improving organizational performance. These included the engagement of contractual staff to address critical staffing needs, promotion of staff, and facilitation of staff movements through secondments and re-designations to ensure optimal utilization of skills. The Board also supported the internship programme as part of its commitment to developing future talent.

Capacity building remained a key priority, with targeted training programmes conducted to enhance competencies and promote professionalism. Notable among these were training on performance appraisal in collaboration with the Kenya School of Government and staff sensitization on the Code of Conduct and Ethics. Additionally, a joint capacity-building programme for Members and staff was undertaken to strengthen teamwork and institutional effectiveness.

The Board continued to prioritize staff welfare through the approval and implementation of key initiatives, including the establishment of a post-retirement medical fund and provision of medical ex-gratia support to Members of County Assembly (MCAs) and staff. These measures were aimed at improving MCAs and Staff well-being and motivation.

Operationally, the Board approved the engagement of essential support personnel, including partisan staff for ward offices to enhance service delivery at the grassroots level, as well as critical support staff for the Office of the Speaker. The Board also oversaw the development and implementation of key policy frameworks, including internal audit, risk, and compliance plans, to strengthen governance and accountability.

Infrastructure development and maintenance were also prioritized to ensure a conducive working environment for Members and staff. In addition, the Board supported various institutional programmes and engagements, including legislative summits, service week activities, and sports events. Furthermore, the Board facilitated a series of benchmark visits that significantly enhanced knowledge sharing through exposure to best practices and innovative approaches adopted by peer institutions. These visits not only strengthened the capacity of MCAs but also fostered strategic partnerships and collaboration.

Efforts to promote staff motivation and cohesion were enhanced through organized activities such as capacity-building retreats and the end-of-year recognition event held in Kisumu, where staff performance was acknowledged and rewarded.

Despite challenges such as resource constraints and increasing service demands, the Board made significant progress in delivering on its mandate through prudent management and collaborative effort. Going forward, the Board remains steadfast to strengthening institutional frameworks, enhancing service delivery, and fostering continuous improvement to meet the expectations of the Assembly and the pub

ACKNOWLEDGMENT

I take this opportunity to express my sincere appreciation to the County Assembly Service Board for its steadfast leadership and commitment in ensuring the effective delivery of its mandate during the year 2025. The achievements outlined in this report are a clear demonstration of the Board's dedication to strengthening institutional capacity and enhancing service delivery within the Assembly.

I commend the Members of the Board for their strategic guidance and oversight, which have greatly contributed to the progress realized during the year under review. I also wish to recognize the Secretary to the Board and the entire Secretariat for their professionalism, diligence, and unwavering support in the implementation of Board decisions and day-to-day operations.

Special appreciation goes to all Members of the County Assembly for their cooperation and continued commitment to the legislative agenda, as well as to all staff for their hard work and dedication in serving the Assembly.

I further acknowledge our stakeholders and partners whose support and collaboration have played a vital role in the successful execution of various programmes and initiatives.

As we move forward, I encourage continued teamwork, innovation, and commitment to excellence in order to build on the gains achieved and further strengthen the performance of the Assembly.

Hon. Cosmas Korir
Chairperson of the Board

Signed



March 2026

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1 GOVERNANCE

1.1 Establishment of the County Assembly Service Board

The County Assembly Service Board (CASB), is a body corporate with perpetual succession and a common seal and is established under Section 12 of the County Government Act. Section 4 of the County Assembly Service Act establishes County Assembly service which is an institution of exemplary administrative and technical competence.

1.2 Composition of the County Assembly Service Board

The County Assembly Service Board consists of the Speaker of the County Assembly as the Chairperson, a Vice-Chairperson elected by the Board from the two members of the County Assembly nominated, for appointment, by the political parties represented in the County Assembly according to their proportion of members in the County Assembly and one man and one woman appointed by the County Assembly from among persons who are experienced in public affairs, but are not members of the County Assembly who serves on a part-time basis. The County Assembly Clerk is the Secretary to the Board.

NO.	NAME	DESIGNATION
1.	Hon. Cosmas Korir	Chairperson
2.	Hon. Wesley Kiprotich	Vice-Chair
3.	Hon. Anne Chepkemai	Member
4.	Mr. Jonathan Soi	Member
5.	Mrs. Juliana Yegon	Member
6.	Mr. Isaac Kitur	Secretary

1.3 Functions of the County Assembly Service Board

The County Assembly Service Board is responsible for:

- a) Providing services and facilities to ensure the efficient and effective functioning of the County Assembly
- b) Constituting offices in the County Assembly service, and appointing and supervising office holders
- c) Preparing annual estimates of expenditure of the County Assembly service and submitting them to the County Assembly for approval, and exercising budgetary control over the service
- d) Undertaking, singly or jointly with other relevant organizations, programs to promote the ideals of parliamentary democracy
- e) Performing other functions necessary for the well-being of the members and staff of the County Assembly; or prescribed by national legislation.

The County Assembly Service Board performs the following functions in line with Article 10 and 232 (1) of the Constitution:

- a) Directing and supervising the administration of the services and facilities provided by, and exercise budgetary control over, the service.
- b) Determining and reviewing the terms and conditions of service of persons holding or acting in the offices of the service
- c) Initiating, coordinating and harmonizing policies and strategies relating to the development of the service
- d) Initiating programs for training and capacity building of members and staff of the County Assembly and other persons, promoting ideals of Assembly democracy as set out in Article 127(6)(d) of the Constitution and promoting public awareness and participation in the activities of the County Assembly
- e) Undertaking such other functions as may be necessary for the well-being of the members and staff of the County Assembly.

2 ORGANIZATION OF THE COUNTY ASSEMBLY

2.1. The Assembly Service

Section 4 of the County Assembly Services Act, 2017, establishes a County Assembly Service for each County Assembly. The Service is required to be an institution of exemplary administrative and technical competence. In the performance of their functions, employees of the Service shall not seek or receive directions from any source external to the Service and every member of a County Assembly shall respect the non-partisan and apolitical character of the Service and shall not seek to influence employees of the Service in the discharge of their functions.

2.2. County Assembly Service Committees

The County Assembly Service comprises several Committees, each established to support the Board in the execution of its mandate. Their core functions include reviewing policies, monitoring the implementation of Board decisions, and offering informed recommendations. Through these Committees, the Board enhances service delivery, strengthens accountability, and ensures efficient and well-coordinated operations within the Assembly. The Committees are as follows:

MANAGEMENT COMMITTEE

	NAME	DESIGNATION	TITLE
1	Isaac Kitur	Clerk	Chair Person
2	Gloria Kenyatta	Deputy Clerk, Legislative Affairs	Vice Chair
3	Isaiah Kirui	Deputy Clerk, Administrative Affairs	Alternate Vice Chair
4	Oscar Sang	General Counsel	Member
5	Geoffrey Maritim	Director, Financial Services	Member
6	Rashid Tonui	Director, Hansard	Member
7	Stella Chemutai	Director, Budget, Research & Library Services	Member
8	Richard Maritim	Director, Supply Chain Management	Member
9	Clement Kirui	Director, Public Affairs & E-Assembly	Member
10	Gideon Terer	Director, Committee Services	Member
11	Silas Rop	Director, Administrative Services	Member

STAFF ADVISORY COMMITTEE

	NAME	DESIGNATION	TITLE
1	Isaiah Kirui	Deputy Clerk – Administrative Affairs	Chairperson
2	Haron Ngeno	Deputy General Counsel	Vice Chair
3	Geoffrey Cheruiyot	Deputy Director ICT	Member
4	Nehemiah Lelley	Deputy Director Committee Services	Member
5	Clara Chebet	Deputy Director Financial Services	Member
6	AnneBetty Koros	Deputy Director Governance	Member

PERFORMANCE MANAGEMENT STEERING COMMITTEE

	NAME	DESIGNATION	TITLE
1	Gloria Kenyatta	Deputy Clerk – Legislative Affairs	Chairperson
2	Oscar Sang	General Counsel	Vice Chair
3	Gideon Terer	Director – Administrative Service	Member
4	Timothy Korir	Assistant Director, Research and Library	Member
5	Emily Chemutai	Assistant Director, ICT	Member
6	Jesca Rotich	Assistant Director, Committee Services	Member

TRAINING COMMITTEE

	NAME	DESIGNATION	TITLE
1	Isaiah Kirui	Deputy Clerk – Administrative Affairs	Chairperson
2	Rashid Tonui	Director, Hansard	Member
3	Geoffrey Cheruiyot	Deputy Director	Member
4	Timothy Korir	Assistant Director, Research and Library	Member
5	Joseph Mitei	Assistant Director, Outreach and Citizen Engagement	Member
6	Edwin Makiche	Assistant Director, Communication	Member
7	Susan Kilel	Assistant Director, Office Administration	Member
8	Nancy Cherotich	Senior Supply Chain Management Officer	Member
9	Titus	Budget and Research	Secretariat
10	Cheruiyot Mibei	Senior Human Resource Officer	Secretary

3 HUMAN RESOURCE MATTERS

3.1. Human Resource Management

The year 2025 was marked by significant milestones in staffing, training, welfare, and organizational development. The Board undertook a series of strategic decisions aimed at strengthening institutional capacity, enhancing staff welfare, and ensuring effective service delivery. This report provides a comprehensive account of the approvals, engagements, and activities carried out during the calendar year.

The County Assembly Service Act, 2017 section 25 (1) stipulates that;

“The Board shall formulate and disseminate to officers of the Service, schemes of service setting out the terms and conditions for the appointment of the officers and other staff of the Service which shall provide for;

- a) the appointment and confirmation in appointment of officers and other staff;*
- b) promotions, resignations and termination of appointments;*
- c) secondment of staff and transfer of service;*
- d) the scales of salaries and allowances; and*
- e) the designation and grades of officers and other staff.”*

During the year under review, the Board approved the engagement of contractual staff to address operational gaps and enhance service delivery. The following officers were engaged on contract terms. The engagement of these staff contributed significantly to improved efficiency across departments.

3.2. Secondment and Staff Movements

The Board approved the secondment and reintegration of staff as part of institutional strengthening:

One staff was seconded and engaged as an Office Administrator whereas another staff resumed duty at the Assembly after serving in the Executive, where she had been acting as the Chief Executive Officer of the Bomet County Public Service Board.

These movements facilitated knowledge transfer and reinforced administrative capacity within the Assembly.

3.3. Internship Programme

The Board continued to support the Internship Programme as part of its commitment to youth empowerment and capacity development. The programme provided graduates with practical work experience, mentorship, and exposure to public service operations.

All students attached to the County Assembly were from various universities, and their placements were distributed as follows:

No.	UNIVERSITY	NUMBER OF STUDENTS
1	Bomet University College	13
2	Multimedia University	1
3	Jomo Kenyatta University	2
4	Mount Kenya University	2
5	Karatina University	2
6	Rongo University	1
7	Kisii University	2
8	Maseno University	2
9	Chuka University	2
10	Meru University	1

No.	DEPARTMENT/ SECTION	COURSE	NUMBER OF STUDENT
1.	Communication	Journalism	2
		Communication and Public Relation	8
		Linguistic and Literature	1
		Kiswahili	1
2.	Research	Project Management	1
3.	Citizen & Outreach Engagement	Social work and Administration	1
4.	Committee Services	Communication and Public Relation	1
5.	Hansard	English Literature	2

		Linguistic and Literacy studies	1
		Communication and Public Relation	1
6.	Table Office	Political Science and Public Administration	4
7.	Human Resource	Human Resource	1
8.	Administration	Political Science and Public Administration	3
9.	Budget	Mathematics and Computer Science	1
10.	ICT	Data Science	1

3.4. Staff Re-designation

In line with organizational restructuring and optimal utilization of human resources a staff was re-designated to the Directorate of Financial Services. This re-designation enhanced efficiency and aligned staff competencies with departmental needs.

3.5. Promotions of Staff

The Board approved promotions for the following staff within the service as part of staff motivation, career progression, and recognition of performance. This initiative boosted morale and improved productivity within the Assembly Service.

1. OFFICE ADMINISTRATION DEPARTMENT

S/No	Name	Payroll No.	Current Job Group	Job Group Placed
1	Caren Chepngetich Rotich	19980017945	L	M - CASB 7
2	Lorna Chelangat	20160026022	L	M - CASB 7

2. FINANCIAL SERVICES DEPARTMENT

S/No	Name	Payroll No.	Current Job Group	Job Group Placed
1	Rop Edward	2008182987	M - CASB 7	N - CASB 6

3. SERGEANT-AT-ARMS

S/No	Name	Current Job Group	Job Group Placed
1	Stanley Kiplangat Maritim	L-CASB 8	M - CASB 7

4. LAW OFFICE

S/No	Name	Current Job Group	Job Group Placed
1	Benard Byegon	L - CASB 8	M - CASB 7

5. LOGISTICS, WELLNESS AND FACILITIES MANAGEMENT DEPARTMENT

S/No	Name	Current Job Group	Job Group Placed
1	Wesley Korir	J - CASB 10	K - CASB 9
2	Hillary Rono	J - CASB 10	K - CASB 9
3	William Kilel	J - CASB 10	K - CASB 9
4	Abraham Towett	K-CASB 9	L - CASB 8

3.6. Resignation

During the reporting period one staff resigned from the County Assembly Service to join the National Government.

The Board acknowledged his service and wished him success in his future endeavors.

3.7. Pupilage

The County Assembly remains the only County Assembly in Kenya accredited by the Kenya School of Law (KSL) to host pupils under the Advocates Training Programme. Since attaining accreditation in 2016, the Assembly has offered pupils valuable exposure to legislative and legal practice. However, the existing three-month placement period has proven insufficient for trainees to fully engage with the breadth of legal functions undertaken within the Assembly.

Following an assessment conducted by KSL on 8th May 2025, the Assembly formally sought to extend the pupillage duration from three (3) months to the six (6) months prescribed under the Advocates Act and KSL guidelines. This evaluation marked a significant step toward enhancing the quality and depth of legal training offered.

The initiative forms part of the Legal Office’s broader objective of positioning the Assembly as a Centre of Excellence in legislative legal practice among County Assemblies in Kenya. It also reflects deliberate efforts to align its operations with the *Nairobi Principles on the Establishment and Operation of Offices of Legal Counsel in Parliaments in Africa (2011)*, which set out best practices for parliamentary legal support across the Continent.

3.8. Post-Retirement Medical Fund

The Board approved the establishment of a **Post-Retirement Medical Fund** aimed at ensuring continued medical support for both Members of the County Assembly and staff after retirement. This initiative underscores the Board’s commitment to long-term Members and employee welfare.

4 TRAINING AND CAPACITY BUILDING

4.1 Training Programmes

In accordance with Section 11 (d) (i) of the County Assembly Service Act, 2017 states that:

“The Board shall initiate programs for the training and capacity building of members and staff of the County Assembly and other persons.

The Board facilitated several training programmes aimed at enhancing staff competence and institutional performance:

4.1.1 Three (3) Day Capacity Building and Inter-County Engagement Programme – Narok TTC (5th – 8th September 2025)

A three-day capacity building and inter-county engagement programme at Narok TTC, incorporating a structured friendly match between the County Assembly of Bomet and the County Assembly of Narok. The programme was designed not only to strengthen institutional governance and operational efficiency, but also to promote inter-county legislative collaboration, team cohesion, and staff wellness through structured sporting and cultural activities;

4.1.2 Three (3) Day Capacity Building Programme – Kisumu Sunset Hotel (5th - 7th November 2025)

Day	Date	Activities	Facilitator
Day 1	Wednesday, 5th November 2025	• Conflict of Interest Act • Ethics and Integrity Compliance	Ethics and Anti-Corruption Commission (EACC)
Day 2	Thursday, 6th November 2025	• Financial Management • Pre-retirement Planning	LAPFUND & LAPTRUST
Day 3	Friday, 7th November 2025	• Access to Information Act • Sensitization on the EGP Procurement System	Office of the Administrative Justice (Ombudsman) Supply Chain (Procurement Unit)

4.1.3 Performance Appraisal Training conducted by the Kenya School of Government (KSG) for, Board Members, Management and Performance Management Steering Committee (PMSC)



4.1.4 Training on Code of Conduct and Ethics for all staff to reinforce integrity, accountability, and professionalism in public service.



4.2 Study Leave

The Board approved study leave for a staff to further his academic development. This initiative aligns with the Board's policy on continuous professional development.

5 EVENTS AND RECOGNITION

5.1 End-Year Ceremony

The Board successfully organized a comprehensive end-year team-building and institutional performance review programme aimed at promoting wellness, reinforcing performance management systems, and strengthening staff and the Members of County Assembly (MCAs) cohesion an **end-year staff and members' party in Kisumu**, which served as a platform for Staff engagement and cohesion and Reflection on the year's achievements.

DAY	DATE	ACTIVITY	KEY ACTORS
Day 1	19/1/2026	Arrival, Registration and Welcome Remarks. Code of Conduct and Review of Assembly Appraisal Tool	Assembly Leadership Performance Management Steering Committee
Day 2	20/1/2026	Setting of SMART Goals within the Performance Management System	Performance Management Steering Committee Facilitator
Day 3	21/1/2026	Wellness Session: Mental Health (Stress Management & Work-Life Balance) General Health Talk (Eye & Dental Clinic Tests)	Department of HR CIC Insurance Neera Health Experts
Day 4	22/1/2026	Retirement Planning & Long-Term Financial Security Investment Literacy & Wealth Growth Regulation, Member Rights & Governance	Department of HR LAPTRUST/LAPFUND Retirement Benefits Authority (RBA)
Day 5	23/1/2026	Team Building & Bonding Activities. Outdoor Group Challenges & Problem-Solving Exercises	Department of Wellness Coach/Facilitator
Day 6	24/1/2026	Recreational Excursion to Cultural Site Awards & Recognition Ceremony Gala Dinner & Entertainment Night Closing Ceremony	Department of Wellness Performance Management Steering Committee Assembly Leadership CASB

During the event, the Board conducted a **Recognition and Rewards Programme** to acknowledge, Outstanding performance, Dedication to service and Excellence in various roles. This initiative promoted a culture of appreciation and motivation within the Assembly.

5.1.1 Recognition and Awards for Honorable Members

Categories	Award Type	Recipient
Handball- individual category	Certificate + Branded Plague Certificate, Recognition Letter, Gift Voucher (KES 5,000)	Hon. Peter Langat
Table Tennis -individual category for women	Certificate + Branded Plague Certificate, Recognition Letter, Gift Voucher (KES 5,000)	Hon. Naomi Chemutai
Consistent Attendee (Plenary Sessions)	Certificate + Branded Plague Certificate, Recognition Letter, Gift Voucher (KES 5,000)	Hon. Lilly Cherotich
Top MCA Debater	Certificate + Branded Plague Certificate, Recognition Letter, Gift Voucher (KES 5,000)	Hon. Ernest Kipkemoi

5.1.2 Recognition and Awards for Staff

Award Category	Award Type	Recipient
Most Creative / Innovative Staff	Certificate, Recognition Letter, Gift Voucher (KES 5,000), Display Gift Item (KES 15,000)	Victor Mutai
Most Punctual Staff	Certificate, Recognition Letter, Gift Voucher (KES 5,000), Display Gift Item (KES 15,000). Ranked 1st with 103 punctual days	Wesley Korir

	(biometric analysis).	
Sports Excellence – Badminton (Individual)	Certificate, Recognition Letter, Gift Voucher (KES 5,000), Display Gift Item (KES 15,000)	Geoffrey Cheruiyot
Sports Excellence – Darts (Individual)	Certificate, Recognition Letter, Gift Voucher (KES 5,000), Display Gift Item (KES 15,000)	Janeth Chepngetich Birech
Sports Excellence – Athletics (4×100m Relay – Individual Vouchers)	Certificates, Recognition Letters, Gift Vouchers (KES 5,000 each)	Felix Sang Adrine Koech Victor Mutai Calton Kibet
Multi-Playing Excellence	Certificates, Recognition Letters, Gift Vouchers (KES 5,000 each)	Leonard Samoei Felix Sang Victor Mutai Vivian Chepkoech

6 LEGISLATIVE AND PUBLIC ENGAGEMENT

6.1 Bills Passed

During the review period, the County Assembly effectively executed its legislative mandate by enacting the Bomet County Supplementary Appropriation Act, 2025, a critical legal instrument intended to address emerging and unforeseen fiscal needs, enhance service delivery, strengthen governance systems, and support sustainable socio-economic growth within the County. This intervention reflects the Assembly's responsiveness to dynamic budgetary demands and its commitment to ensuring continuity in public service provision.

These legislative efforts were firmly anchored in the County Assembly Service Board's unwavering dedication to fostering a responsive, transparent, and efficient law-making framework. Through this commitment, the Assembly continues to uphold participatory governance and ensures that its legislative outputs are aligned with the priorities, needs, and expectations of the people of Bomet County

In addition, the County Assembly approved The Bomet County Comprehensive Eye Healthcare Policy, 2025 (Sessional Paper No. 1 of 2025), which provides a strategic framework for strengthening eye healthcare services across the County, enhancing access to quality and affordable eye care, and promoting preventive and curative interventions to improve overall public health outcomes.

6.2 Public Participations

Consistent with the provisions of Article 196 of the Constitution and the public participation principles outlined in the County Governments Act, the County Assembly organized for public engagement forums during the period under review. These forums created a platform for residents to actively take part in legislative and budgetary processes, thereby ensuring that decisions are informed by the views, needs, and priorities of the people of Bomet County.

Working in partnership with key stakeholders, the Assembly ensured that all significant Bills, policies, and development plans were subjected to open, inclusive, and transparent public consultation processes. The Public participation fora undertaken in the period under review are as follows;

S/No.	PUBLIC PARTICIPATION	COMMITTEE	DATE	Time
1.	Bomet County Annual Development Plan (CADP) FY 2026/2027	Finance and Economic Planning	Tuesday 2 nd December, 2025	09:00 a.m.
2.	County Budget Estimates FY 2025/2026	Budget and Appropriation Committee	Tuesday 17 th June, 2025	09:30 a.m.
3.	Bomet County Comprehensive Eye Healthcare Policy	Health and Sanitation	Wednesday 26 th March, 2026	09:00 a.m.
4.	Bomet County Fiscal Strategy Paper (CFSP) FY 2025/2026	Budget and Appropriation Committee	Wednesday 12 th March, 2026	09:00 a.m.

6.3 Foreign trips

During the period under review, the Board approved several international conferences and benchmarking visits aimed at strengthening the capacity of both Members and Staff. These engagements offered valuable opportunities for knowledge exchange and exposure to international best practices.

The overseas programmes addressed a wide range of thematic areas, including cultural exchange, sports development, environmental conservation, leadership training for Majority Party parliamentary leaders, and public participation approaches, among others. Such initiatives are vital in promoting effective governance and nurturing a political environment that is collaborative, transparent, and accountable. Through these interactions, Members and Staff engaged with peers from other jurisdictions, acquiring insights and experiences that contribute significantly to enhancing service delivery within the Assembly.

Summary of number of delegates who travelled to different destinations

	DATE	DESTINATIONS	NO. OF DELEGATION	
			MCAS/CASB	STAFF
1	07 th – 23 rd /02/25	India	15	2
2	24 th – 31 st /05/25	South Africa	16	2
3	13 th – 23 rd /09/25	Angola	22	4

4	26 th – 3 rd /11/25	Spain	-	1
5	10 th – 21 st /11/25	Brazil	8	2
6	03 rd – 10 th /12/25	Australia	5	2



South Africa



Angola



Australia



Brazil

Picture Collection 1: County Assembly Delegation in various foreign destinations

7 WELLNESS AND FITNESS

7.1 Wellness

During the period under review, the Board approved the participation of Members and Staff in the County Assemblies Sports Association (CASA) Games, which were hosted in Meru County. The event provided an opportunity for team bonding, physical fitness and competitive excellence among County Assemblies across the Country in the following disciplines:

- | | |
|----------------------------|---|
| 1. Football men | 13. Darts |
| 2. Football ladies | 14. Badminton |
| 3. Beach football men | 15. Table Tennis |
| 4. Beach football ladies | 16. Squash |
| 5. Volleyball men | 17. Track & Field events |
| 6. Volleyball ladies | 18. Beauty Contest (Cat walk)/ Choir
(Set Piece and Folk Song) /Cultural
Dance (Own and Borrowed) |
| 7. Beach Volleyball men | 19. Swimming |
| 8. Beach volleyball ladies | 20. Golf |
| 9. Netball | 21. Cycling |
| 10. Tug of War men | |
| 11. Tug of War ladies | |
| 12. 8 Ball Pool | |

The County Assembly of Bomet fielded participants in various sporting disciplines and demonstrated exceptional performance, securing a total of five (5) trophies across different categories. The achievements included:

1. Badminton Team
2. Handball Men
3. Long Jump Men
4. High Jump Women
5. 4*4 Hundred Relay Men

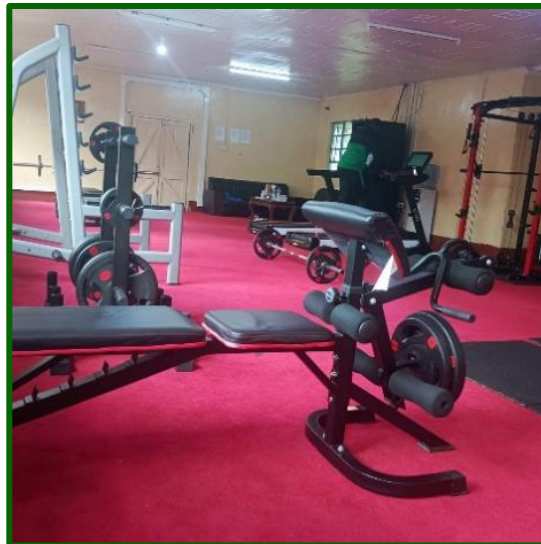
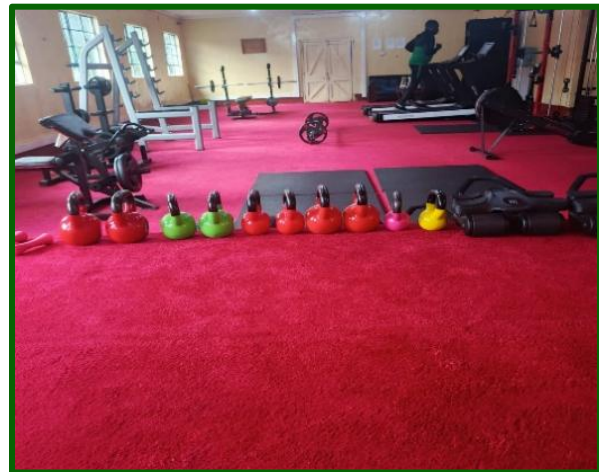
The outstanding performance of our Members and Staff at the CASA Games 2025 is a testament to their dedication, teamwork and competitive spirit. The Board remains committed to supporting sports and wellness initiatives, recognizing their role in enhancing productivity and fostering unity within the Assembly.



Picture Collection 2: County Assembly Speaker, Board Members, Clerk and Staff during the CASA Games

7.2 Gym Policy

During the period under review, the Board approved the Gym Policy to provide a structured framework for the establishment, management, and use of the Assembly's fitness facilities. The policy is intended to promote the health and well-being of Members and Staff by encouraging regular physical activity while ensuring proper maintenance, safety standards, and equitable access to the gym. Its adoption marks an important step toward fostering a productive and wellness-oriented work environment within the Assembly



Picture Collection 3: The County Assembly Gym

8 FINANCIAL OVERVIEW

The Board prioritized prudent financial management to ensure fiscal sustainability. Key highlights included:

- Approval of Budget Estimates for 2025/26: Aligning financial resources with strategic priorities.
- Strategic Allocation of Funds:
- Implementation of Internal Financial Controls: Ensuring transparency and accountability.

This chapter outlines the implementation of the budget for the calendar year 2025, detailing revenue and expenses, variances from projections and recommendations for future actions.

8.1 Budget Overview

The approved operating budget calendar year 2025 was Ksh **1,030,662,474**. This budget was designed to support our strategic initiatives while ensuring financial sustainability.

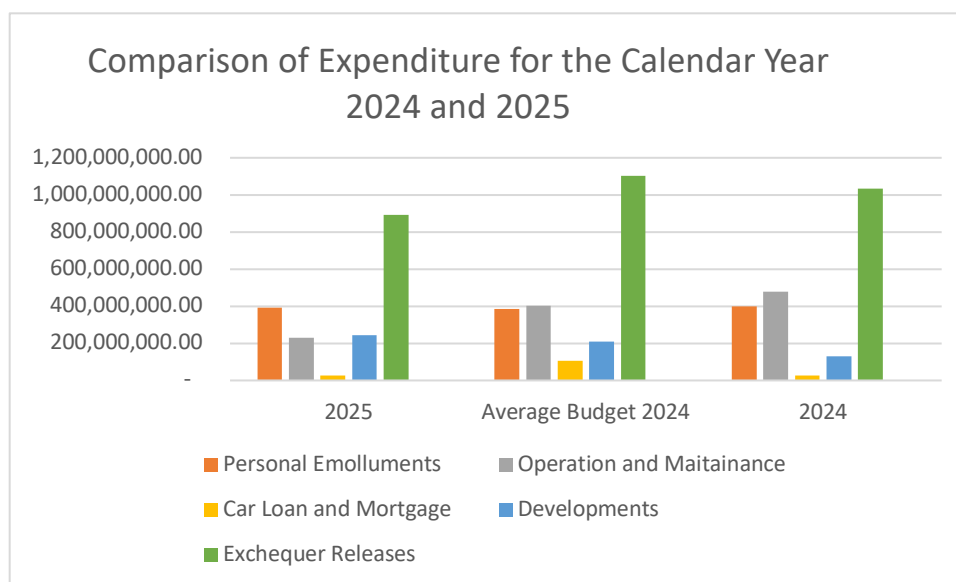
8.2 Revenue Performance

For the year under review the County Assembly received Ksh **920,636,496** from the exchequer. This represents a 1% increase compared to the previous year.

8.3 Expenditure Analysis

Total expenditures for the calendar year amounted to Ksh **891,503,293** with expenditures covering, personnel cost, operation and maintenance, capital expenditure and transfer to car loan and mortgages as shown in the table below:

DESCRIPTION	2024	2024
Personal Emoluments	392,496,270.00	399,296,240.00
Operation and Maintenance	229,522,714.00	479,177,504.00
Car Loan and Mortgage	25,000,000.00	25,000,000.00
Developments	244,484,309.00	130,468,757.00



Picture 4: Comparison of Expenditure for the Calendar Year 2024 and 2025

8.4 Compensation of Employees

The total cost for salaries for the year 2025 was Kshs 392 Million. This total is comprised of Kshs 195.6 Million in basic salaries and Kshs 156.2 Million in other allowances and Kshs 40.2 Million in Employer Contribution as shown in the table below;

ITEM DESCRIPTION	2025
Basic Salaries-County Assembly Service & Members of County Assembly	148,618,119.00
Contractual Employees	5,508,207.00
Casual labour and others-(eg Ward Staff ,contractual staff)	41,496,000.00
Sub totals	195,622,326.00
House Allowance-County Assembly Service	46,415,559.00
Leave Allowance-County Assembly Service	552,000.00
Transport Maintenance Allowance	13,756,152.00
Transport Allowance	21,827,526.00
Responsibility Allowance	11,988,000.00
County Assembly Attendance Allowance	39,611,200.00
Board Allowances-CASB & Sub Committees	16,930,751.00
Non-practising Allowances	5,140,000.00
Sub totals	156,221,188.00
Employer Contribution FBT- H Levy	10,254,656.00

Employer Contribution to N.S.S.F	1,555,400.00
Gratuity-Members of County Assembly	12,115,382.00
Employer contribution to NITA	114,000.00
Monthly Pension-County Assembly Service	16,613,318.00
Sub totals	40,652,756.00
Total personnel emolument	392,496,270.00

8.5 Domestic Travel & Subsistence Allowance

The expenditure for domestic travel for the calendar year 2025 was Kshs 104M. This comprised expenditure incurred on events and activities across the country. These activities were planned to support various programs of the County Assembly.

8.6 Foreign Trainings

The County Assembly's foreign expenditure for the 2025 calendar year, totalled Kshs 53.3 Million. This expenditure covered the training for both staff and Members of the County Assembly. These training programs were designed to meet the strategic objectives outlined in the County Assembly's strategic plan for 2021-2027.

The details of these training programs are as follows:

- 1) 2nd- Edition of the RAID Okavango, held in Angola,
- 2) 30th Session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP30) Held in Brazil
- 3) Exchange program in the Parliament of Victoria Held in Melbourne Australia
- 4) Leadership Masterclass on steering devolved system towards intergrity Held in Zanzibar
- 5) International Exchange Programme on empowering legislative administration Held in Spain/ France.

8.7 Audit Reports & Financial statements.

The County Assembly received an unqualified audit opinion, demonstrating the commitment of the board and management to improving the systems within the assembly and ensuring public resources are used as intended.

9 INFRASTRUCTURE AND ICT DEVELOPMENT

9.1 Main Chamber

The newly completed Chamber offers a contemporary, spacious, and well-equipped setting that supports effective legislative debates, committee meetings, and official proceedings.

In a bid to enhance efficiency and openness in its operations, the County Assembly also awarded a contract for the installation of modern Hansard equipment. This state-of-the-art system will enable precise, real-time recording and transcription of proceedings, thereby improving the accuracy, accessibility, and management of Assembly records.

The completion of the Main Chamber, together with the ongoing technological advancements, underscores the Assembly's dedication to strengthening its legislative mandate, promoting accountability, and ensuring smooth and effective communication throughout its processes.



County Assembly Main Chamber



Hansard Equipment installed in the Main Chamber



Hansard Equipment installed in Committee rooms



An office of one of the Members of County Assembly

Picture Collection 5: The County Assembly Main Chamber

9.2 Official Residence of the Hon. Speaker

The development of the Official Speaker's Residence has made notable progress, notwithstanding some delays experienced along the way. This project represents an important milestone in providing a formal and befitting residence for the Speaker of the County Assembly. Upon completion, it will not only improve the Speaker's working conditions but also offer an appropriate venue for hosting official functions and engagements.

The County Assembly Service Board remains dedicated to the timely completion of the project and has put in place appropriate measures to address emerging challenges and fast-track the outstanding phases of construction.



Picture Collection 6: Progress of the Construction of the Official Residence of the Hon. Speaker

9.3 Perimeter Wall

The Board initiated a comprehensive security and infrastructure enhancement programme through the construction of a perimeter wall, access gates, and gatehouses around the Assembly precincts. This undertaking is intended to strengthen security measures, streamline entry and exit points, and ensure the protection of the Assembly's premises, Hon. Members, staff, and visitors.

The perimeter wall is designed to establish a well-defined and secure boundary, effectively deterring unauthorized access. In addition, the installation of strategically located access points, including the Main Gate and VIP Gate, together with their respective gatehouses, will support controlled entry, proper screening, and continuous surveillance of movement within the premises.

The project, which is currently underway, is expected to greatly enhance the overall safety, operational efficiency, and aesthetic appeal of the Assembly environment, while reinforcing the Board’s commitment to providing a secure and well-managed working



Perimeter wall



Main Gate and Gate house



VIP Gate

Picture Collection 7: Gates and Perimeter Wall

9.4 Lifts

During the period under review, the County Assembly undertook the installation of two lifts within its premises to enhance accessibility and ease of movement. The project is aimed at improving convenience for Hon. Members, staff, and visitors, particularly persons with disabilities and those accessing upper floors.

The introduction of the lifts is expected to promote efficiency in operations, reduce movement challenges, and support an inclusive and user-friendly working environment within the Assembly.



Picture 8: Lift

10 KEY ACHIEVEMENTS, CHALLENGES, RECOMMENDATION AND CONCLUSION

During the reporting period, the County Assembly Service Board (CASB) made notable strides in strengthening its institutional framework through the implementation of staff capacity-building initiatives, and enhancement of financial management systems, all of which contributed to improved governance and service delivery. Despite these achievements, the Board encountered challenges such as limited financial resources, delays in policy implementation, and difficulties in aligning with evolving legal and regulatory requirements, which impacted the full realization of its planned activities. To address these constraints, the Board underscores the need for increased and timely budgetary allocations, alongside the adoption of robust monitoring and evaluation mechanisms to enhance efficiency, ensure accountability, and support the effective implementation of policies and programs moving forward.

10.1 Key Achievements

1) Promotions

During the period under review, the Board oversaw the promotion of deserving staff members guided by merit and performance appraisals. This initiative was intended to motivate employees, improve productivity, and support structured career growth within the County Assembly Service. In addition, the promotions helped address existing staffing gaps by placing qualified personnel in key positions.

2) Development of Policies

The Board conducted a comprehensive review of key operational and human resource policies to enhance institutional governance, accountability, and operational efficiency. The revised policies were aligned with emerging best practices and tailored to respond to the evolving needs and priorities of the organization. Notably, the Board spearheaded the development of a gym policy aimed at promoting staff wellness, improving productivity, and fostering a healthy work environment.

3) Engagement of Contractual Staff

During the period under review, the Board approved the engagement of contractual staff to address staffing gaps and enhance operational efficiency within the Assembly. This initiative ensured continuity in service delivery, provided specialized skills where needed, and supported the effective implementation of the Assembly's programmes and activities.

4) Successful Conduct of County Assembly Service Week

The County Assembly successfully organized and held the County Assembly Service Week, which served as a platform to showcase its roles, functions, and achievements to the public. The event enhanced public awareness, strengthened stakeholder engagement, and promoted transparency and accountability in the Assembly's operations.

5) Installation of Lifts

The Assembly undertook the installation of lifts within its premises to improve accessibility and ease of movement. This development has enhanced convenience for Members, staff, and visitors, particularly persons with disabilities, while also contributing to a more efficient and inclusive working environment.

10.2 Challenges

1) Budget Constraints

Inadequate budgetary allocations have limited the Assembly's ability to fully implement its legislative, oversight, and administrative functions. This has affected the execution of planned programs, capacity-building initiatives, and timely facilitation of operations.

2) Delays in Project Execution

The Assembly has experienced delays in the implementation of key projects and activities due to procurement procedures, funding disbursement timelines, and logistical challenges. This has impacted service delivery and the achievement of set targets.

3) Limited Public Engagement

Public participation remains below optimal levels due to low awareness, logistical barriers, and limited outreach mechanisms. This affects inclusivity and the incorporation of citizen views in legislative and policy processes.

10.3 Recommendations

1. Enhance Budgetary Allocation and Resource Mobilization

The Controller of Budget should consider reviewing and progressively increasing the budget ceiling allocated to the County Assembly to enable it to effectively discharge its constitutional mandate. Adequate and timely funding is essential to support core functions such as legislation, oversight, and representation. Additionally, the Assembly should explore complementary resource mobilization strategies, including partnerships with development partners and capacity-building institutions, to bridge existing funding gaps and enhance operational efficiency.

2. Improve Project Planning, Monitoring, and Execution

The National Construction Authority should strengthen its collaboration with the County Assembly by providing technical support in project planning, supervision, and quality assurance. The Authority should adopt a more proactive and structured monitoring framework to expedite the completion of all ongoing and stalled projects. This includes conducting regular site inspections, enforcing compliance with construction standards, and offering advisory services to ensure timely delivery, cost-effectiveness, and adherence to required specifications.

3. Strengthen the Legislative Agenda

The County Assembly, being vested with legislative authority, should adopt a more proactive and strategic approach to law-making by developing and enacting legislation that addresses emerging socio-economic and governance challenges within the County. Members of the Assembly should take a leading role in initiating Bills, strengthening committee work, and enhancing stakeholder engagement through public participation. This will ensure that legislation is responsive, inclusive, and aligned with the County's development priorities.

10.4 Conclusion

The Bomet County Assembly remains a critical pillar in advancing democratic governance, legislation, and oversight within the County. Throughout the reporting period, the Assembly made notable progress in executing its constitutional mandate despite operating within a challenging environment characterized by budgetary limitations, delays in project implementation, , and limited public engagement.

These challenges, while significant, present an opportunity for institutional reflection and strategic improvement. Addressing them requires a coordinated and sustained effort among key stakeholders, including the County Executive, and the public. Strengthening financial resource allocation and management will be fundamental in ensuring that planned programs and activities are fully implemented. Equally, enhancing efficiency in procurement processes and project management will help mitigate delays and improve overall performance.

Moreover, the importance of meaningful public participation cannot be overstated. A more engaged and informed citizenry will not only enhance transparency and accountability but also ensure that legislative and policy decisions are responsive to the needs and aspirations of the people of Bomet County.

In conclusion, the Assembly is well-positioned to overcome these challenges and build a more resilient, responsive, and effective institution. With sustained commitment to reform, innovation, and stakeholder collaboration, the Bomet County Assembly will continue to strengthen its role in promoting good governance, fostering development, and improving the quality services for the residents of Bomet County.