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COUNTY GOVERNMENT OF LAIKIPIA
P. O. Box 1271 - 10400,
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THE LAIKIPIA COUNTY REVENUE BOARD ACT, 2014

AN ACT of County Assembly of Laikipia to provide for the establishment of the County Revenue Board as a body for the assessment and collection of revenue, for the administration and enforcement of laws relating to Revenue within the county and to provide for connected purposes

ENACTED by the County Assembly of Laikipia, as follows—

PART I—PRELIMINARY

1. This Act may be cited as the County Revenue Board Act, 2014. Short title.

2. In this Act unless the context otherwise Interpretation.

“Board” means the County Revenue Board established under section 3;

“County” means Laikipia county;

“Executive Member” means the County Executive Committee Member for the time being responsible for finance;

“revenue” means rates, charges, levies, fees, rents, royalties and any monies payable to the County Government as revenue under any written law;

“tax payer” unless the context otherwise provides, means a person who is obligated under any county or national law to pay to the county any rates, fees, rents, royalties or levies or charges that are prescribed under any county law to be a tax.

3. The objects and purpose of this Act is to provide for the establishment of legal and institutional framework for revenue administration in order to— Objects and Purpose.

- (a) ensure effectiveness and efficiency in revenue administration;
- (b) facilitate transparency in revenue administration;
- (c) enhance county income;

PART II—COUNTY REVENUE BOARD

4. (1) There is established a Board to be known as the County Revenue Board. Establishment of the Board.

(2) The Board shall be a body corporate with perpetual succession and a common seal and shall, in its corporate name, be capable of—

- (a) taking, purchasing or otherwise acquiring, holding, charging or disposing of movable and immovable property;
- (b) borrowing money or making investments;
- (c) entering into contracts; and
- (d) doing or performing all other acts or things for the proper performance of its functions under this Act which may lawfully be done or performed by a body corporate.

5. (1) The Board shall, under the general supervision of the Executive Member be responsible for— Functions of the Board.

- (a) collecting and receiving all county revenue;
- (b) administering and enforcing county laws related to revenue;
- (c) assessing, collecting and accounting for all revenue in accordance with the county laws related to revenue;
- (d) advising the county executive committee on all matters related to administration and collection of revenue under county laws;
- (e) carry out such other roles necessary for the implementation of the objects and purpose of this Act.

6. (1) The Board shall consist of—

- (a) a non executive chairperson appointed by the Governor in consultation with Executive committee and with the approval of the County Assembly.
- (b) the chief officer for the time being responsible for finance;
- (c) the chief executive officer who shall be an *ex officio* member and secretary to the Board;

Composition of the Board.

- (d) five other persons with knowledge and practical experience referred to under (2) appointed by the Executive Member through a competitive process.
- (e) While making the appointments referred to in paragraph (d) the executive member shall observe the principles of inclusiveness, equity, equality and protection of the marginalized as enshrined in the constitution.

(2) A person shall be qualified for appointment as chairperson or member appointed under sub section (1) (d) if the person—

- (a) holds at least a degree from a recognized university;
- (b) has knowledge and experience of at least five years in matters relating to, business, finance and accounts;
- (c) meets the requirements of Chapter Six of the Constitution; and
- (d) has had a distinguished career in the field.

(3) The term of office for the chairperson or a member appointed under sub section (1) (d) shall be three years which may be renewed for one further term after which the person shall retire from the Board for at least two years before being eligible for reappointment to the Board.

7. (1) The conduct and regulation of the business and affairs of the Board shall be as set out in the Schedule.

Conduct of
business.

(2) Except as provided in the Schedule, the Board may regulate its own procedure.

8. The remuneration of the members of the Board shall be as determined by the County Treasury.

Remuneration of
the Board.

9. (1) There shall be a Chief Executive Officer of the Board.

Chief executive
officer

(2) The chief executive officer shall be appointed by the executive member on recommendation by the county public service Board and recruited through a competitive process.

(3) To qualify for appointment as a chief executive officer, a person must—

- (a) possess a degree in finance, accounting, economics, business, law or related field from a recognized university;
- (b) have had experience in management for a period of not less than five years.
- (c) satisfies the conditions of chapter six of the Constitution.

(4) The chief executive officer shall hold office for a period of three years, on such terms and conditions of employment as the county public service Board may determine, and shall be eligible for re-appointment for a further and final term of three years.

(5) The chief executive officer shall be an *ex-officio* member of the Board but shall have no right to vote at any meeting of the Board.

(6) The chief executive officer shall—

- (a) subject to the direction of the Board, be responsible for day to day management of the affairs of the Board;
- (b) in consultation with the Board, be responsible for the direction of the affairs and transactions of the Board, the exercise, discharge and performance of its objectives, functions and duties and the general administration of the Board;
- (c) carry out any other function as may from time to time be assigned by the Board.

(7) The chief executive officer may—

- (a) at any time resign from office by issuing notice of at least 30 days in writing to the chairperson of the Board;
- (b) be removed from office by the executive member on recommendation by the Board, and in consultation with executive committee.
- (c) The reasons for the removal referred to in paragraph (b) shall be:
 - (i) serious violation of the Constitution or any other written law;

- (ii) gross misconduct, whether in the performance of the functions of the office or otherwise;
- (iii) physical or mental incapacity to perform the functions of office;
- (iv) incompetence;
- (v) bankruptcy.

10. (1) The county public service Board shall appoint such staff as the Board may recommend to be necessary for proper discharge of its functions under this Act, upon such terms and conditions of service as it may determine.

Staff of the Board.

(2) The county public service Board shall-

- (a) recruit staff through a competitive process;
- (b) ensure that there is sufficient number of staff qualified in matters related to accounting, finance, business, law, information technology or any relevant field necessary for the better carrying out the objects and functions of the Board.

11. (1) The common seal of the Board shall be kept in the custody of the chief executive officer or of such other person as the Board may direct, and shall not be used except upon the order of the Board.

The common seal of the Board.

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

(3) The common seal of the Board shall be authenticated by the signature of the chairperson of the Board or the chief executive officer.

12. (1) No matter or thing done by a member of the Board or by any officer, member of staff, or agent of the Board shall, if the matter or thing is done *bona fide* for executing the functions, powers or duties of the Board under this Act, render the member, officer, employee or agent or any person acting on their directions personally liable to any action, claim or demand whatsoever.

Protection from personal liability.

(2) Any expenses incurred by any person in any suit or prosecution brought against him or her in any court, in respect of any, act which is done or purported to be done by him or her under the direction of the Board, shall, if the court holds that such act was done bona fide be paid out of the funds of the Board, unless such expenses are recovered by him or her in such suit or prosecution.

13. The provisions of section 12 shall not relieve the Board of the liability to pay compensation or damages to any person for any injury to him or her, his or her property or any of his or her interests caused by the exercise of any power conferred by this Act or any other written law or by the failure, wholly or partially, of any works. Liability for damages.

14. The Board shall establish and implement corporate governance principles and practices applicable to similar entities. Corporate governance.

15. (1) The Board shall, within three months after the end of each financial year, prepare and submit to the executive member a report of the operations of the Board for the immediately preceding year. Annual report.

(2) The annual report shall provide information regarding the activities and plans of the Board during the year to which it relates sufficient to impart an accurate understanding of the nature and scope of its activities and its plans and priorities and, without limitation, shall include—

- (a) details of the performance of the Board against its key performance indicators;
- (b) report on the overall status of the county revenue collection including the Board's projections for the following year;
- (c) such information and other material as the Board may be required by this Act or regulations made thereunder to include in the annual report;
- (d) measures taken to implement corporate governance principles and practices
- (e) the financial statements prepared under section 20;
- (f) report of the Auditor-General prepared under section 21; and
- (g) such additional information or other material as the executive member may request in writing.

PART III—FINANCIAL PROVISIONS

16. All revenues collected by or payable to the Board under this Act shall be paid into the County Revenue Fund.

Revenue Fund

17. (1) The funds and assets of the Board shall consist of—

Funds of the Board.

(a) such monies not exceeding two per centum of the revenue estimated in the financial estimates for each financial year to be collected by the Board under this Act as may be determined by the Executive Member in each financial year.

(b) such moneys as may be appropriated by County Assembly for the purposes of the Board

(c) such gifts, grants, loans or monies received from any lawful source by the Board with the approval of the Executive Member;

(d) all monies as may be made available by the executive member for the better performance of its functions.

(3) The Board shall apply the money provided under this section for the furtherance of the objects and performance of the functions of the Board and as may be prescribed under this Act.

18. The financial year of the Board shall be the period of twelve months ending on the thirtieth June in each year.

Financial Year.

19. (1) At least three months before the commencement of each financial year, the Board shall cause to be prepared budget of the Board for that year.

Annual Budget.

(2) The annual budget shall make provision for all estimated expenditure of the Board for the financial year and in particular, the estimates shall provide for the—

(a) expenditure related to revenue administration and collection;

(b) payment of the salaries, allowances and other charges in respect of the staff of the Board;

(c) payment of allowances and other charges in respect of members of the Board;

- (d) payment of pensions, gratuities and other charges in respect of members of the Board and staff;
- (e) proper maintenance of the buildings and grounds of the Board;
- (f) maintenance, repair and replacement of the equipment and other property of the Board; and
- (g) creation of such reserve funds to meet future or contingent liabilities in respect of retirement benefits, insurance or replacement of buildings or equipment, or in respect of such other matter as the Board may deem appropriate.

(3) The annual estimates shall be approved by the Board before the commencement of the financial year to which they relate and, once approved, the sum provided in the estimates shall be submitted to the Executive member for final approval.

(4) No expenditure shall be incurred for the purposes of the Board except in accordance with the annual estimates approved under subsection (3), or in pursuance of an authorisation of the Board given with prior written approval of the executive member.

20. The Board shall cause to be kept proper books and records of accounts and assets of the Board.

Accounts.

21. (1) Within a period of three months after the end of each financial year, the Board shall submit to the Auditor-General, the accounts of the Board together with—

Financial reports
and audit.

- (a) a statement of financial position as at the thirtieth day of June;
- (b) a statement of comprehensive revenue;
- (c) a statement of cash flow for the year ended;
- (d) a summary of significant accounting policies and other explanatory information;
- (e) other financial statements applicable to similar institutions.

(2) The accounts of the Board shall be audited and reported upon in accordance with the provisions of the Public Audit Act.

PART IV—REVENUE ADMINISTRATION

22. The Board shall carry out its functions in a manner that upholds the following values— Values.

- (a) human dignity;
- (b) rule of law;
- (c) non- discrimination;
- (d) transparency;
- (e) fairness;
- (f) justice; and
- (g) equality and equity.

23. The Board shall have powers to—

Powers of the
Board.

- (a) assess any tax payable to the County Government by any person in accordance with the county laws or any written law;
- (b) collect on behalf of the County Government all tax payable by any person;
- (c) institute civil proceedings for the recovery of tax payable or owing to the County Government;
- (d) to inspect any premises or information for the purposes of implementing this Act;
- (e) such other powers as may be necessary for the board to carry out its functions under this Act.

24. The County Executive Committee shall identify and prescribe the county laws applicable for the purposes of determining the revenues collectable under this Act.

Revenue.

25. (1) The Board shall register all county tax payers in the prescribed manner.

Registration of
taxpayers.

(2) A taxpayer registered under this section shall be assigned a tax identification number.

26. The Board shall—

Compliance.

- (a) institute measures to ensure compliance with this Act;
- (b) promote and encourage voluntary compliance by tax payers.

27. The Board shall provide public education and awareness to all tax payers as well as members of the public. Public education.

28. The Board shall ensure that its services are automated as much as practicable to facilitate effective and efficient tax administration. Information technology.

29. The Executive Member shall prescribe the mechanism for addressing complaints from tax payers or members of the public in relation to the implementation of this Act. Complaints.

30. (1) The Board shall appoint authorized officers in the prescribed manner for the purposes of implementing and enforcing this Act. Authorized officers.

(2) The Board shall issue a certificate of appointment to an authorized officer appointed under this Act.

31. An authorised officer appointed under this Act may— Powers of authorized officers.

- (a) inspect any premises or information;
- (b) prosecute a matter related to enforcement of this Act or as may be provided under any county law related to county revenue;
- (c) discharge any duties as may be assigned by the Board.

PART V—MISCELLANEOUS

32. (1) The executive member may, on recommendation of the Board make Regulations generally for the better carrying out of the objects of this Act. Regulations.

(2) Without prejudice to the generality of subsection (1), the Regulations may—

- (a) prescribe the funds of the Board;
- (b) prescribe the manner of registration of county tax payers;
- (c) prescribe for appointment of authorized officers.

SCHEDULE

(s. 7)

**PROVISIONS AS TO THE CONDUCT OF BUSINESS AND
AFFAIRS OF THE BOARD**

1. Any member of the Board, other than chief officers shall, subject to the provisions of this Schedule, hold office for a term of three years, on such terms and conditions as may be specified in the instrument of appointment, and shall be eligible for re-appointment for a further and final term of three years.

Tenure of office.

2. A member of the Board may—

Vacation of
office.

- (a) at any time resign from office by notice in writing to the executive member;
- (b) be removed from office by the executive member if the member—
 - (i) has been absent from three consecutive meetings of the Board without the permission of the chairperson;
 - (ii) is convicted of a criminal offence and sentenced to imprisonment for a term exceeding six months or to a fine exceeding ten thousand shillings;
 - (iii) is convicted of an offence involving dishonesty or fraud;
 - (iv) is adjudged bankrupt or enters into a composition scheme of arrangement with his creditors;
 - (v) is incapacitated by prolonged physical or mental illness or is deemed otherwise unfit to discharge his duties as a member of the Authority; or
 - (vi) fails to comply with the provisions of this Act relating to disclosure.

No. 4

3. (1) The Board shall meet not more than 12 times in every financial year and not more than four months shall elapse between the date of one meeting and the date of the next meeting. Meetings.

(2) Notwithstanding the provisions of subparagraph (1), the chairperson may, and upon requisition in writing by at least seven members and with the approval of the executive member, convene a special meeting of the Board at any time for the transaction of the business of the Board.

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

(4) The quorum for the conduct of the business of the Board shall be five members including the chairperson or the person presiding.

(5) The chairperson shall preside at every meeting of the Board at which he is present but, in his absence, the members present shall elect one of their members to preside, who shall, with respect to that meeting and the business transacted thereat, have all the powers of the chairperson.

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

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

4. (1) If a member is directly or indirectly interested in any contract, proposed contract or other matter before the Board and is present at a meeting of the Board at which the contract, proposed contract or other matter is the subject of consideration, that member shall, at the meeting and as soon as practicable after the commencement thereof, disclose the fact and shall not take part in the consideration or discussion of, or vote on, any questions with respect to the contract or other matter, or be counted in the quorum of the meeting during consideration of the matter.

Conflict of
interest.

Provided that, if the majority of the members present are of the opinion that the experience or expertise of such member is vital to the deliberations of the meeting, the Board may permit the member to participate in the deliberations subject to such restrictions as it may impose but such member shall not have the right to vote on the matter in question.

(2) A member of the Board shall be considered to have a conflict of interest for the purposes of this Act if he acquires any pecuniary or other interest that could conflict with the proper performance of his duties as a member or employee of the Board.

(3) Where the Board becomes aware that a member has a conflict of interest in relation to any matter before the Board, the Board shall direct the member to refrain from taking part, or taking any further part, in the consideration or determination of the matter.

(4) If the chairperson has a conflict of interest he shall, in addition to complying with the other provisions of this section, disclose the conflict that exists to the executive member in writing.

(5) Upon the Board becoming aware of any conflict of interest, it shall make a determination as to whether in future the conflict is likely to interfere significantly with the proper and effective performance of the functions and duties of the member or the Board and the member with the conflict of interest shall not vote on this determination.

(6) Where the Board determines that the conflict is likely to interfere significantly with the member's proper and effective performance as provided for in subparagraph (1), the member shall resign unless the member has eliminated the conflict to the satisfaction of the Board within thirty days.

(7) The Board shall report to the executive member any determination by the Board that a conflict is likely to interfere significantly with performance as above and whether or not the conflict has been eliminated to the satisfaction of the Board.

(8) The annual report of the Board shall disclose details of all conflicts of interest and determinations arising during the period covered by the report.

(9) A disclosure of interest made under this paragraph shall be recorded in the minutes of the meeting at which it is made.

(10) A member of the Board who contravenes subparagraph (1) commits an offence and is liable to imprisonment for a term not exceeding six months, or to a fine not exceeding one hundred thousand shillings, or both.

5. (1) Within twelve months of the commencement of this Act, the Board shall adopt a code of conduct prescribing standards of behavior to be observed by the members and staff of the Board in the performance of their duties.

Code of conduct.

(2) Subject to sub-paragraph (1), before adopting any code of conduct or making any substantial amendments to an existing code of conduct, the Board shall publish the proposed code or amendments in the Gazette and in a newspaper circulating nationally, inviting public comments.

(3) The Board shall include in its annual report a report on compliance with the code during the period covered by the annual report.

(4) The code of conduct adopted or prescribed under this paragraph shall be binding on the Board and its staff.

6. Any contract or instrument which, if entered into or executed by a person not being a corporate body, would not require to be under seal, may be entered into or executed on behalf of the Board by any person generally.

Execution of
Interest.

7. The Board shall cause minutes of all resolutions and proceedings of meetings of the Board to be entered in books kept for that purpose.

Minutes.



