



# **COUNTY GOVERNMENT OF MACHAKOS**

## **CORRUPTION PREVENTION POLICY**

# **COUNTY VISION AND MISSION**

## **Vision Statement**

**To be a globally competitive investment hub that ensures optimal utilization of resources, social and economic sustainability and wealth creation for the prosperity of all.**

## **Mission Statement**

**To provide effective leadership and a conducive environment for social, economic, cultural and political development of the County through policy formulation and tracking of results.**

### **Core Values:**

- Honesty
- Integrity
- Efficiency
- Accountability
- Selflessness
- Professionalism
- Hard work
- Humility
- Equity and Fairness Confidentiality
- Teamwork
- Reliability

- Sustainable development

## **1.0 POLICY STATEMENT**

The Machakos County Government was elected on a grassroots development platform that emphasized urgent provision of critical services to the people to ensure rapid improvement of the quality of life. The development pledges made to the people are elaborated in H.E. the Governor's Election Manifesto and cover the following areas: water to all households, access to healthcare services, security for the people, food self-sufficiency, education and social welfare and job opportunities for the youth, amongst others.

The County administration is mindful and cognizant of the huge burden of expectations from wananchi and the need for a well-focused, service oriented team to steer the process of timely and efficient delivery of services to a public with high demands and expectations. Moreover, despite the urgency of the task at hand, the Machakos County Government, like other counties across the republic, is operating within the limits of severe resource constraints and a highly dynamic financial paradigm.

H.E. the Governor has therefore continued to emphasize the need for efficiency in utilization of the available resources and has called for sealing of all loopholes that could lead to leakage and wastage of public funds. The Machakos County administration and the staff of the Machakos County Government have identified corruption as the number one enemy that causes substantial wastage of development resources. If it continues unchecked, corruption could severely impede the attainment of the development pledges made to the people of Machakos County.

Accordingly, the management and staff of the County Government of Machakos have resolved to fight corruption at all levels, forms and in all its manifestations and to strive to make the Government of Machakos County corruption free.

## **2.0 OBJECTIVES**

The purpose of this policy is to ensure that all institutions in the County Government of Machakos are corruption free and that all staff of the County government cultivate a culture of zero tolerance to corruption with strict adherence to regulations . The specific the objectives of the Machakos County Corruption Prevention Policy are as follows:-

- i. To ensure that public services in Machakos County are provided efficiently and transparently.
- ii. To ensure that provision of services to wananchi in Machakos County is free from corruption.
- iii. To set up formal and legal structures within the County government to steer the fight against corruption.
- iv. To provide a framework for implementing corruption prevention and awareness activities.
- v. To provide a framework for identifying corruption prone areas and putting in place measures to prevent the vice.
- vi. To provide a framework for handling reported cases of alleged corruption in conformity with set laws.

## **3.0 Definition of Corruption**

Corruption takes many forms and it is difficult to come up with a single and all-encompassing definition of what constitutes corruption. The Anti-corruption and Economic Crimes Act, 2003 provides a useful reference and describes corruption as bribery, fraud, embezzlement or misappropriation of public funds, abuse of office, breach of trust or an offense involving dishonesty (i) in connection with any tax, rate or imposed levies under any Act, or (ii) under any written law relating to the elections of persons to public office.

## **4.0 Legal and Administrative Instruments for Fighting Corruption**

The following legal and County policy documents shall apply in the strategy to combat corruption in the County Government of Machakos including future versions of these laws:-

- The Constitution of Kenya, 2010
- Anti-Corruption and Economic Crimes Act, 2003
- The Public Officer Ethics Act, 2003
- The Leadership and Integrity Act, 2012
- The Public Procurement and Disposal Act, 2005 and Regulations, 2006
- The Public Finance Management Act, 2012
- The Public Audit Act, 2003
- The Witness Protection Act, 2004
- The Privatization Act, 2005
- The County Government Act, 2012
- County Public Service Human Resource Manual, 2013
- Staff rules and regulations
- In the case of professional misconduct, the relevant code of professional conduct and ethics.

## **5.0 Scope**

This corruption prevention policy shall apply to all public officers in the Government of Machakos County in relation to provision of services to wananchi executing any official duty and in dealing with various clients of the County government.

## 6.0 Structures to Fight Corruption

The County Administration recognizes that in order to wage a successful fight against corruption in the County Government of Machakos, it is necessary to put in place structures that will devote time and resources to identify corruption areas, set up strategies to fight the vice and put in place monitoring and evaluation measures to ensure effective and sustained effort to rid the Machakos County government of the vice of corruption.

Accordingly, the Machakos County government administration shall set up the following structures to fight corruption within the Machakos County government institutions:

- **Ministerial Corruption Prevention Committee** - it will be chaired by the County Executive Committee Member and its membership will be drawn from the heads of department. The Integrity Assurance Officer shall be the Secretary.
- **Departmental Corruption Prevention Committee** - it will be chaired by the Head of Department and its membership will be drawn from sectional / divisional heads. The Integrity Assurance Officer shall be the Secretary.
- **Sub-County Corruption Prevention Committee** - It will be chaired by the Sub-County Administrator. Its membership will consist of Sub-County Heads of Department and the Integrity Assurance Officer will be the Secretary.
- **Integrity Assurance Officers** will oversee enforcement of corruption prevention measures in each section and report to the relevant Corruption Prevention Committee on lapses, if any.
- **Corruption reporting** – through information reporting boxes, telephone number(s), email address, whistle blower internet based platform etc.

## 7.0 Mandate of Corruption Prevention Committees

The responsibilities of the Corruption Prevention Committee will be as follows:-

- Planning and coordination of corruption prevention activities including implementation of corruption prevention plans.
- Receiving and reviewing reports on corruption matters and taking appropriate action.
- Organizing anti-corruption sensitization forums for County staff at ministry and departmental levels.
- Setting performance targets for the ministries and departments on anti-corruption activities.
- Preparation and submission of quarterly progress reports to the County Secretary and for onward transmission to the Ethics and Anti-corruption Commission.

## 8.0 Corruption Risk Areas

The Machakos County government administration is aware that some County operations are prone to corruption activities. While individual Ministries and Departments are expected to carry out corruption risk assessment to identify specific corruption prone areas as well as practices and behaviours that amount to corruption and address them accordingly, the following areas have been identified as presenting the highest risk for corruption:

1. **Procurement of goods and services** - (tender advertisement, processing and evaluation, inflation of prices for goods and services, etc.)
2. **Human Resource Management services** - (nepotism, favouratism or discrimination in employment, training, promotion, etc.)

3. **Accounting services** - (deliberate and undue delay in processing of payment invoices, withholding of payments due to merchants, etc.)
4. **Financial Services** - (revenue collection and management)
5. **Use and Maintenance of County Government Vehicles and Equipment**
6. **Work Ethics** - (timely reporting for work, not using County property for personal benefit, etc)

## 9.0 Corruption Prevention Strategies

Although corruption risk assessment may require financial investment, similar experience from the public sector as well as private sector institutions, has shown that it is possible to put in place effective anti-corruption strategies in most of the corruption prone areas with minimal resources. Accordingly, the County administration and in particular, heads of ministries and departments will be expected to be innovative and implement various measures to prevent corruption as follows:-

- ❖ **Procurement of goods and services** - undertake prequalification of suppliers, carry out regular market surveys, put in place corruption reporting boxes, encourage whistle blowers, ensure proper records for stores, etc.
- ❖ **Human Resource Management services** - automation of records, enforce discipline, clean payroll, ensure proper records, put in place corruption reporting boxes, staff training and promotions, etc.
- ❖ **Accounting services** - time lines for document movements, automation of services, regular internal audits, etc.
- ❖ **Financial Services** - constitution of budget and planning committees, prioritization of expenditure, automation of services, use of cashless payment system, etc.
- ❖ **Clients Service Charter** - prepare clients service charter(s) on the expected standards of service and ensure strict compliance to the set standards.



- ❖ **Work Ethics** - check-in and check-out systems, sensitization forums, etc.

## **10.0 How to Report Corruption**

County Staff, clients and members of the public may report any cases of corruption through the following channels:-

- ✓ Corruption reporting boxes
- ✓ Chairman of the ministerial or departmental corruption prevention committee (telephone number to be provided)
- ✓ Integrity Assurance officers (telephone number to be provided)
- ✓ Email address (to be provided)
- ✓ The Ethics and Anti-corruption Commission - 0202717468, 0727285663, 0733520641; email [report@integrity.go.ke](mailto:report@integrity.go.ke)

## **11.0 Handling of Corruption Cases**

All reported cases of corruption will be presented to the relevant corruption prevention committee for consideration and evaluation. The committee will handle reported cases of corruption confidentially and with honesty and integrity.

Once the committee is satisfied that reported corruption is supported by sufficient evidence, or there is reasonable evidence that a corruption offence has occurred or is about to occur, a report on the same will be submitted to the Chief Officer/Authorized Officer for appropriate action , including reporting to the Ethics and Anti-corruption Commission for further investigation and necessary action.

## **12.0 Protection of Whistleblowers**

The corruption prevention committee and the county administration will take utmost care to ensure that the identity of a whistleblower or any person reporting corruption and the information supplied by such a person are handled in strict confidence and are not disclosed to unauthorized persons. Proper encryption of all records and use of anonymous identifiers will be executed.

## **13.0 Disciplinary Measures**

Any violation of this policy will result in disciplinary action against the perpetrator(s) in accordance with staff regulations, the Public Officer Ethics Act, 2003, the Leadership and Integrity Act, 2012, or any other relevant law.

## **14.0 Sensitization**

The Machakos County government management commits itself to undertake regular staff sensitization on corruption prevention, staff integrity and ethics.

## **15.0 Implementation Authority**

The implementation of this policy will be the responsibility of the Chief Officers / Authorised Officers and Heads of Departments in coordination with the respective corruption prevention committees.

## **16.0 Review**

The Government of Machakos County may review this policy in consultation with the Ethics and Anti-corruption Commission.

## **17.0 Effective Date**

This Machakos County Government Corruption Prevention Policy shall become effective upon its approval by the Machakos County Government and signed by H.E. the Governor of Machakos County.

**Signed.....Date.....**

**H.E. Dr. Alfred Mutua, CBS**

**GOVERNOR OF MACHAKOS COUNTY**