

FACTSHEET

26



PARLIAMENT OF KENYA  
THE NATIONAL ASSEMBLY

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# Directorate of Audit, Appropriations and Other Select Committees

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Factsheet No. 26

DIRECTORATE OF AUDIT,  
APPROPRIATIONS AND OTHER SELECT  
COMMITTEES

Published by:

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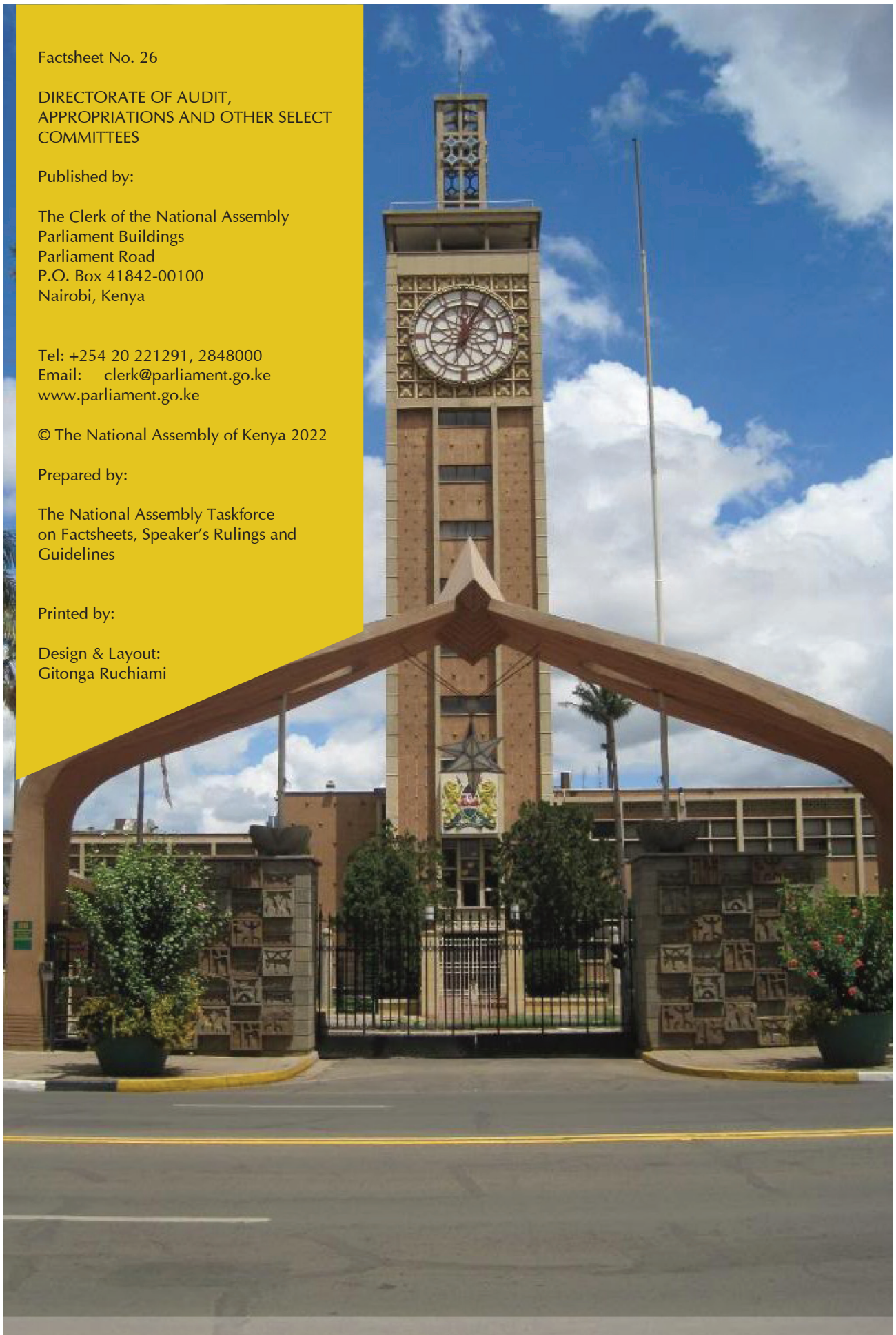
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Prepared by:

The National Assembly Taskforce  
on Factsheets, Speaker's Rulings and  
Guidelines

Printed by:

Design & Layout:  
Gitonga Ruchiami



## Purpose and Acknowledgement

This Factsheet is part of the Kenya National Assembly Factsheets Series that has been developed to enhance public understanding and awareness, and to build knowledge on the work of the Assembly, and its operations. It is intended to serve as a guide for ready reference by Members of Parliament, staff and the public. The information contained here is not exhaustive and readers are advised to refer to the original sources for further information.

This work is a product of the concerted effort of all the Directorates and Departments of the National Assembly and the Parliamentary Joint Services. Special thanks go to the members of the *National Assembly Taskforce on Factsheets, Speaker's Rulings and Guidelines*, namely, Mr. Kipkemoi arap Kirui (Team Leader), Mr. Rana Tiampati, Mr. Kennedy Malinda, Ms. Anna Musandu, Mr. Samuel Kalama, Mr. Salem Lorot, Ms. Fiona Musili, Mr. Benson Inzofu, Ms. Laureen Wesonga, Ms. Anne Shibuko, Mr. James Maina Macharia, Mr. Morrice Shilungu, Mr. Finlay Muriuki, Ms. Rabeca Munyao and Mr. Stephen Omunzi.



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# Directorate of Audit, Appropriations and Other Select Committees



## Introduction

This Factsheet looks at the roles and functions of the Directorate of Audit, Appropriations and other select Committees. The Directorate was part of the original Directorate of Committee Services that was established in 2012 but split in 2018 as part of the restructuring of the operations of Parliament initiated by the Parliamentary Service Commission aimed at improving service delivery. The split created the Directorate of Departmental Committee Services and the Directorate of Audit, Appropriations and Other Select Committees Services.

The Directorate of Audit, Appropriations and Other Select Committees is the administrative service that offers support to the Members of Parliament who are members of the various Committees of the National Assembly. The activities of the Directorate relate to budgeting for Committees, preparation of Committee meetings schedules, provision of technical and procedural advice to Chairpersons and members of Committees with regard to Committee business, provision of human capital among other roles.

## Functions of the Directorate of Audit, Appropriations and Other Select Committees

The functions of the directorate include: -

### 1. Support to committees of the House

The Committee Office provides administrative support to committees, supporting the conveners and members in undertaking the full range of committee functions including the conduct of inquiries and the consideration of subordinate legislation and Bills.

### 2. Providing Procedural Advise

The Directorate is responsible for guiding and providing non-partisan advise to various committees on application of procedures in accordance with the relevant statutes, Standing Orders and established Parliamentary procedure and practice including advising Committee members of possible procedural implications arising out of decisions made in committees.

The directorate also advises the all Chairpersons of various committees who are members of the Liaison Committee on any matter that requires their attention.

### 3. Custody of records

The Directorate of Audit, Appropriations and Other Select Committees keeps custody of records of the activities of the committees of the National Assembly. It maintains records of all proceedings of Committees including minutes of meetings, reports, papers presented by Ministries, State Departments and Agencies, memorandum and written evidence by witnesses in conformity with the House's rules prescribed in the Standing Orders.

### 4. Provision of Human Resource

The Directorate provides non-partisan professional secretariat staff, research and administrative support and advice to the committees of the House including joint committees of the two Houses.

The directorate keeps abreast of major procedural developments in other jurisdictions regarding committees work.



*Members of Public Investments Committee inspecting the stalled construction of Kenya Maritime Authority office building*

## 5. Liaising with ministries and other institutions

The Directorate of Audit, Appropriations and Other Select Committees liaises with Accounting Officers of Ministries, Departments and Agencies with regard to issues/inquiries before committees such as response to issues raised by the Auditor General, petitions, questions, regulations, budget among others.

The directorate also liaises with other legislative bodies and the public by responding to inquiries on the activities of Committees and engaging them on the legislative process as required by the constitution.

## 6. Ensuring public participation

The Directorate in line with Article 118 of the Constitution of Kenya, 2010 ensures that the public participates in the legislative process of National Assembly through publication in the media and parliamentary website of matters before various Committees for public information and for the attention of witnesses.

The directorate facilitates Committees in undertaking public participation and inquiries including aiding the members of the public in accessing committees and making submissions on issues under consideration or inquiry by Committees.

## 7. Coordination and supervision of committees

The directorate coordinates and supervises the functions and operations of various Committees of the National Assembly. It ensures that the committees, being the engine of Parliament, operate within their mandates and are properly facilitated to perform their oversight function efficiently and effectively.

## 8. Capacity Building

The Directorate ensures that Members of Parliament are inducted and continuously capacity built in light of the ever changing democratic space.

The directorate coordinates all activities, including travel and accommodation arrangements for itinerant Committees during benchmarking visits and attendance and participation in relevant International Conferences and seminars.

## 9. Administrative role

The Directorate ensures that committees perform optimally and that resolutions are followed by:

- a) Preparation and circulation of agenda for committee meetings;
- b) Recording minutes of Committee proceedings;
- c) Correspondence between the committees and any appropriate authority;
- d) Preparing draft annual and special reports of the committees;
- e) Arranging and ensuring attendance of witnesses;
- f) Planning and coordination of activities of committees;
- g) Budgeting and mobilization of resources for Committees;
- h) Conducting research for committees;
- i) Preparing briefing materials for Committee sittings.

10. Performing any other duties as directed by the Parliamentary Service commission through Clerk of the National Assembly.

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