



KENYA PLANT HEALTH INSPECTORATE SERVICES

PERFORMANCE IMPROVEMENT PLAN 2023/2024

9TH SEPTEMBER 2024

6	Dr. Rose Wamunyu Njeru	Member	98.20
8	Samuel Muriuki Manja	Member	94.40
9	Silas Muriira Killingo	Member	95.80
10	Albert Kimutai	Member	94.10
11	Theophilus Mwenda Mutui	CEO	98.13
CORPORATE BOARD PERFORMANCE			93.40

According to the SCAC the pass mark for this evaluation is 86%. However, it is noted that the average performance is 93.40% which is excellent. This PIP will therefore focus only on all indicators below 93%

S/N	PERFORMANCE INDICATOR	SCORE %	IDENTIFIED WEAKNESS	PROPOSED REMEDIES	REQUIRED RESOURCES	BY WHO	TIME
				approval			
Accountability and Risk Management							
3.	The Board maintains an effective and efficient system of internal control in the organization?	92	• Sourcing information for audit purposes.	• Training of staff. (audit matters)	N/A	IA	31 st Dec '24
			• Many staff in acting position in the said Financial Year	• Substantive staff have been recruited.	Finalized	-	-
			• Challenges in the ERP i.e. some modules	• Status Report to	N/A	MD	Oct '24

S/N	PERFORMANCE INDICATOR	SCORE %	IDENTIFIED WEAKNESS	PROPOSED REMEDIES	REQUIRED RESOURCES	BY WHO	TIME
	ensures that effective risk management processes and systems are in place.		New Board members are not aware of the Policy.	Avail to new Board Members the Policy.	N/A	CS	Immediately
Procedure of Board meetings							
5.	Board members receive timely and accurate minutes.	92	- Some delays. - Minutes not submitted for signing on time	- Ensure minutes are submitted within 14 days. - Ensure they are signed upon confirmation	N/A	MD	Immediately

S/N	PERFORMANCE INDICATOR	SCORE %	IDENTIFIED WEAKNESS	PROPOSED REMEDIES	REQUIRED RESOURCES	BY WHO	TIME
	Conduct and Ethics.		not versed with the COCE.	Ethics of the KEPHIS Board			
9.	Board members understand the extent of their personal liability for the affairs of the organization.	90	Some of the Board Members are not versed with the implications of personal liability	Pursue indemnity cover for the Board Members.	N/A	Chair	30 th June '25
10.	The composition of the Board fairly represents the diversity of stakeholders and takes in to account the required skills.	78	Some stakeholders not represented i.e. gender balance, skill set as	Communicate to the Parent Ministry.	N/A	Chair	31 st Oct '24

S/N	PERFORMANCE INDICATOR	SCORE %	IDENTIFIED WEAKNESS	PROPOSED REMEDIES	REQUIRED RESOURCES	BY WHO	TIME
13.	The Board receives sufficient, accurate and timely information from management	84	Some delays in circulating relevant Circulars, Gazette Notices	Timely circulation of relevant Circulars, Gazette Notices	N/A	CS	2 days after release
Performance Management							
14.	The Board has a mechanism for monitoring and evaluating performance against the performance indicators.	90	Good	Will improve	N/A	Chair	Quarterly Reports
15.	The Board has fully participated	92	Good	Will improve	N/A	MD	30 th June

S/N	PERFORMANCE INDICATOR	SCORE %	IDENTIFIED WEAKNESS	PROPOSED REMEDIES	REQUIRED RESOURCES	BY WHO	TIME
17.	The Board devotes significant time in addressing the long-term objectives of the organization.	90	- Inadequate funding. - Restriction of the Board Almanac.	Annual Review of the Strategic Plan	Funds	MD	July '25
HON. JOSEPH M'ERUAKI M'UTHARI CHAIRPERSON							
1.	Encourages teamwork among Board members.	92	Good	Improve team work	N/A	Self	Immediately
2.	Guides the Board's decision-making process without overly influencing outcomes.	86	Good	Improve consensus building.	N/A	Self	Immediately
3.	Demonstrates good listening and	86	Good	Improve consultation	N/A	Self	Immediately

S/N	PERFORMANCE INDICATOR	SCORE %	IDENTIFIED WEAKNESS	PROPOSED REMEDIES	REQUIRED RESOURCES	BY WHO	TIME
8.	Plays a key role in setting the agenda for Board meetings	90	• Good	• Enhance consultation with Board Members in Agenda setting on need basis.	N/A	Self	Immediately
9.	Maintains a close but independent working relationship with the CEO.	90	• Good	• Will improve	N/A	Self	Immediately
10.	Understands his role and responsibility in the organization.	92	• Good *underscored*	• Will improve	N/A	Self	Immediately
CPA HUSSEIN HAJI							

S/N	PERFORMANCE INDICATOR	SCORE %	IDENTIFIED WEAKNESS	PROPOSED REMEDIES	REQUIRED RESOURCES	BY WHO	TIME
Preparedness as a Director							
1.	Understands the most significant risks facing the organization.	92	Good	Will improve	N/A	Self	Immediately
2.	Is available and regularly attends Board meetings.	78	Regularly absent with apology	Chairman to discuss with Member and agree on the way forward.	N/A	Self	14 th Sept '24
3.	Prepares adequately for meetings.	90	Regularly absent with apology	Chairman to discuss with Member and agree on the way forward.	N/A	Self	14 th Sept '24
Independence							

S/N	PERFORMANCE INDICATOR	SCORE %	IDENTIFIED WEAKNESS	PROPOSED REMEDIES	REQUIRED RESOURCES	BY WHO	TIME
	values of the organization.						
ALBERT KIMUTAI MEMBER							
Personal Attributes							
1.	Effectively communicates with fellow Board members and the CEO.	90	• Good	- Communicate professionally. - Tone down on the language.	N/A		Immediately
2.	Is respectful and espouses teamwork.	92	• Good	- More mindful and attentive - Enhance	N/A		Immediately

S/N	PERFORMANCE INDICATOR	SCORE %	IDENTIFIED WEAKNESS	PROPOSED REMEDIES	REQUIRED RESOURCES	BY WHO	TIME
	organization.						
Corporate Governance							
7.	Understands and adheres to the legal and ethical responsibilities of the Board.	88	• Good	• Will improve	N/A		Immediately
8.	Understands the roles of Board and management.	90	• Good	• Will improve	N/A		Immediately



KENYA PLANT HEALTH INSPECTORATE SERVICES

Board Performance Evaluation Report

2023/2024

8th August, 2024

1.

2.0 Summary of Board Evaluation results

The following is a summary of the performance evaluation results for the year 2023/24:

	Name	Position	Raw Score	Score
1	Hon Joseph M'eruaki M'uthari	Chairperson	4.66	93.10
2	CPA Hussein Haji	Member	4.81	96.20
3	James Waciuri Wanjohi	Member	4.93	98.60
4	Julius Kimeu Mutua	Member	4.91	98.20
5	Moses Merkalei Atuko	Member	4.93	98.60
6	Dr. Rose Wamunyu Njeru	Member	4.91	98.20
8	Samuel Muriuki Manja	Member	4.72	94.40
9	Silas Muriira Killingo	Member	4.79	95.80
10	Albert Kimutai	Member	4.71	94.10
11	Theophilus Mwenda Mutui	CEO	4.97	98.13
CORPORATE BOARD PERFORMANCE			4.67	93.40

17	Appointment to committees has been made taking into consideration requisite skills and Board composition.	4.70	94
18	The Board has established requisite Board committees with specific terms of reference.	4.70	94
19	Board members skills and competencies are continually enhanced through need based developed programmes.	4.70	94
20	The Corporation Secretary/Management advises Board members regularly on matters of governance and the applicable laws.	4.70	94
21	Board members receive copies of relevant laws, government policies and the organization's policy documents.	4.80	96
22	New Board members go through a formal induction process.	4.80	96
23	Every Board member has been issued with a letter of appointment.	4.90	98
24	The Board has instituted a mechanism to deal with conflicts of interest.	4.90	98
25	When appropriate, the Board seeks counsel from professional advisors.	4.70	94
26	Board members bind themselves to the Code of Conduct and Ethics.	4.60	92
27	Board members understand the extent of their personal liability for the affairs of the organization.	4.50	90
28	The Board understands and agrees that its primary duty is to the organization.	4.80	96
29	The composition of the Board fairly represents the diversity of stakeholders and takes in to account the required skills.	3.90	78
	Board and Management		
30	A succession plan is in place for the Chief Executive Officer and senior management and is reviewed regularly.	4.50	90
31	The Board determines the remuneration of the Chief Executive Officer.	4.40	88
32	The Board evaluates the performance of Chief Executive Officer based on agreed annual targets.	4.70	94
33	The Board receives sufficient, accurate and timely information from management	4.20	84
34	The Board (adequately) analyses and discusses proposals from Management before approving the same.	4.80	96
35	The Board's time is not spent on issues of day-to-day management.	4.70	94

BOARD RECOMMENDATION:

to undertake continuous improvement

Confirmed:

Chairman



Date

11/09/2024

PERFORMANCE EVALUATION 2023/2024**CHAIRPERSON:** Hon. Joseph M'eruaki M'uthari

#	CRITERIA	Score	Percentage
	Uncategorized		
1	Promotes a positive image of the organization.	5.00	100
2	Ensures a formal succession plan for Board members and senior management is in place.	4.80	96
3	Guides the Board evaluation process.	4.80	96
4	Encourages Board members to develop their skills and competencies.	4.90	98
5	Ensures new Board members are inducted on their roles and responsibilities.	4.80	96
6	Effectively chairs meetings of shareholders and stakeholders.	4.70	94
7	Effectively delegates tasks amongst Board members.	4.80	96
8	Encourages teamwork among Board members.	4.60	92
9	Is effective in helping define the opportunities and challenges of the organization.	4.90	98
10	Is available for consultations with Board members and the CEO.	4.90	98
11	Is firm but fair in conducting Board meetings.	4.70	94
12	Guides the Board's decision-making process without overly influencing outcomes.	4.30	86
13	Demonstrates good listening and communication skills.	4.30	86
14	Is skilled at managing different points of view.	4.50	90
15	Encourages Board members to participate fully in the deliberations of the Board.	4.50	90
16	Harnesses the collective skills of the Board and its Committees.	4.50	90
17	Is always well prepared for Board meetings.	4.50	90
18	Plays a key role in setting the agenda for Board meetings	4.50	90
19	Maintains a close but independent working relationship with the CEO.	4.50	90
20	Understands his or her role and responsibility in the organization.	4.60	92
	Overall rating	4.66	93.10

PERFORMANCE EVALUATION 2023/2024**CHAIRPERSON:** Hon. Joseph M'eruaki M'uthari

#	CRITERIA	Score	Percentage
	Uncategorized		
1	Promotes a positive image of the organization.	5.00	100
2	Ensures a formal succession plan for Board members and senior management is in place.	4.80	96
3	Guides the Board evaluation process.	4.80	96
4	Encourages Board members to develop their skills and competencies.	4.90	98
5	Ensures new Board members are inducted on their roles and responsibilities.	4.80	96
6	Effectively chairs meetings of shareholders and stakeholders.	4.70	94
7	Effectively delegates tasks amongst Board members.	4.80	96
8	Encourages teamwork among Board members.	4.60	92
9	Is effective in helping define the opportunities and challenges of the organization.	4.90	98
10	Is available for consultations with Board members and the CEO.	4.90	98
11	Is firm but fair in conducting Board meetings.	4.70	94
12	Guides the Board's decision-making process without overly influencing outcomes.	4.30	86
13	Demonstrates good listening and communication skills.	4.30	86
14	Is skilled at managing different points of view.	4.50	90
15	Encourages Board members to participate fully in the deliberations of the Board.	4.50	90
16	Harnesses the collective skills of the Board and its Committees.	4.50	90
17	Is always well prepared for Board meetings.	4.50	90
18	Plays a key role in setting the agenda for Board meetings	4.50	90
19	Maintains a close but independent working relationship with the CEO.	4.50	90
20	Understands his or her role and responsibility in the organization.	4.60	92
	Overall rating	4.66	93.10

PERFORMANCE EVALUATION 2023/2024**NAME:** James Waciuri Wanjohi

#	CRITERIA	Score	Percentage
	Personal Attributes		
1	Effectively communicates with fellow Board members and the CEO.	4.80	96
2	Is respectful and espouses teamwork.	5.00	100
3	Promotes a positive image of the organization.	5.00	100
	Preparedness as a Director		
4	Understands the most significant risks facing the organization.	5.00	100
5	Is available and regularly attends Board meetings.	4.90	98
6	Understands the financial position of the organization.	4.80	96
7	Understands the business of the organization.	5.00	100
8	Prepares adequately for meetings.	4.80	96
	Independence		
9	Clearly understands and discloses potential conflict of interest.	5.00	100
10	Understands and ensures compliance with enabling legislation and policy guidelines.	5.00	100
11	Promotes transparency and accountability at Board level.	4.90	98
12	Exercises care, skill and diligence in discharging their duties.	4.90	98
13	Thinks and acts independently but respects other views.	4.70	94
14	Acts in the best interest of the organization.	5.00	100
	Corporate Governance		
15	Understands and adheres to the legal and ethical responsibilities of the Board.	5.00	100
16	Is committed to updating his knowledge and skills to serve the organization better.	4.90	98
17	Understands and accepts the principle of collective responsibility.	5.00	100
18	Understands the roles of Board and management.	4.90	98
	Strategic Thinking		
19	Understands and upholds the core values of the organization.	5.00	100
20	Effectively participates in the strategic planning process.	5.00	100
	Overall rating	4.93	98.60

PERFORMANCE EVALUATION 2023/2024

NAME: Samuel Muriuki Manja

#	CRITERIA	Score	Percentage
	Personal Attributes		
1	Effectively communicates with fellow Board members and the CEO.	4.90	98
2	Is respectful and espouses teamwork.	4.70	94
3	Promotes a positive image of the organization.	4.90	98
	Preparedness as a Director		
4	Understands the most significant risks facing the organization.	4.60	92
5	Is available and regularly attends Board meetings.	3.90	78
6	Understands the financial position of the organization.	4.80	96
7	Understands the business of the organization.	4.70	94
8	Prepares adequately for meetings.	4.50	90
	Independence		
9	Clearly understands and discloses potential conflict of interest.	4.80	96
10	Understands and ensures compliance with enabling legislation and policy guidelines.	4.60	92
11	Promotes transparency and accountability at Board level.	4.80	96
12	Exercises care, skill and diligence in discharging their duties.	4.90	98
13	Thinks and acts independently but respects other views.	4.90	98
14	Acts in the best interest of the organization.	4.90	98
	Corporate Governance		
15	Understands and adheres to the legal and ethical responsibilities of the Board.	4.80	96
16	Is committed to updating his knowledge and skills to serve the organization better.	4.70	94
17	Understands and accepts the principle of collective responsibility.	4.80	96
18	Understands the roles of Board and management.	4.70	94
	Strategic Thinking		
19	Understands and upholds the core values of the organization.	4.80	96
20	Effectively participates in the strategic planning process.	4.70	94
	Overall rating	4.72	94.40

PERFORMANCE EVALUATION 2023/2024**NAME:** Albert Kimutai

#	CRITERIA	Score	Percentage
	Personal Attributes		
1	Effectively communicates with fellow Board members and the CEO.	4.50	90
2	Is respectful and espouses teamwork.	4.60	92
3	Promotes a positive image of the organization.	4.50	90
	Preparedness as a Director		
4	Understands the most significant risks facing the organization.	4.60	92
5	Is available and regularly attends Board meetings.	5.00	100
6	Understands the financial position of the organization.	4.80	96
7	Understands the business of the organization.	4.80	96
8	Prepares adequately for meetings.	4.90	98
	Independence		
9	Clearly understands and discloses potential conflict of interest.	4.90	98
10	Understands and ensures compliance with enabling legislation and policy guidelines.	4.90	98
11	Promotes transparency and accountability at Board level.	4.80	96
12	Exercises care, skill and diligence in discharging their duties.	4.80	96
13	Thinks and acts independently but respects other views.	4.50	90
14	Acts in the best interest of the organization.	4.60	92
	Corporate Governance		
15	Understands and adheres to the legal and ethical responsibilities of the Board.	4.40	88
16	Is committed to updating his knowledge and skills to serve the organization better.	4.70	94
17	Understands and accepts the principle of collective responsibility.	4.70	94
18	Understands the roles of Board and management.	4.50	90
	Strategic Thinking		
19	Understands and upholds the core values of the organization.	4.70	94
20	Effectively participates in the strategic planning process.	4.90	98
	Overall rating	4.71	94.10

PERFORMANCE EVALUATION 2023/2024

NAME: Julius Kimeu Mutua

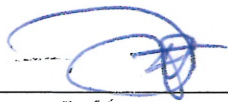
#	CRITERIA	Score	Percentage
	Personal Attributes		
1	Effectively communicates with fellow Board members and the CEO.	4.90	98
2	Is respectful and espouses teamwork.	4.80	96
3	Promotes a positive image of the organization.	4.90	98
	Preparedness as a Director		
4	Understands the most significant risks facing the organization.	4.90	98
5	Is available and regularly attends Board meetings.	4.90	98
6	Understands the financial position of the organization.	5.00	100
7	Understands the business of the organization.	4.80	96
8	Prepares adequately for meetings.	5.00	100
	Independence		
9	Clearly understands and discloses potential conflict of interest.	4.90	98
10	Understands and ensures compliance with enabling legislation and policy guidelines.	5.00	100
11	Promotes transparency and accountability at Board level.	4.90	98
12	Exercises care, skill and diligence in discharging their duties.	5.00	100
13	Thinks and acts independently but respects other views.	4.60	92
14	Acts in the best interest of the organization.	4.80	96
	Corporate Governance		
15	Understands and adheres to the legal and ethical responsibilities of the Board.	5.00	100
16	Is committed to updating his knowledge and skills to serve the organization better.	4.90	98
17	Understands and accepts the principle of collective responsibility.	5.00	100
18	Understands the roles of Board and management.	5.00	100
	Strategic Thinking		
19	Understands and upholds the core values of the organization.	4.90	98
20	Effectively participates in the strategic planning process.	5.00	100
	Overall rating	4.91	98.20

BOARD RECOMMENDATION:

Continue improving

Confirmed:

Chairman



Date

12/9/2024

BOARD RECOMMENDATION:

Continue learning and
improvement

Confirmed:

Chairman  **Date** 12/9/2024

PERFORMANCE EVALUATION 2023/2024

CHIEF EXECUTIVE OFFICER: Prof. Theophilus Mwenda Mutui

#	CRITERIA	Score	Percentage
	Communication & Stakeholder Management		
1	Ensures effective internal communication	5.00	100
2	Communicates effectively with shareholders and stakeholders. Promotes a positive image of the organization.	4.90	98
3	Promotes a positive image of the organization.	5.00	100
	HR Issues		
4	Ensures succession planning, employee growth and development.	4.90	98
5	Aligns the human capital to the overall organizational strategy.	4.90	98
6	Ensures a conducive work environment for attracting, retaining and motivating employees.	5.00	100
7	Promotes ethical practices, values of the public service and good corporate citizenship.	5.00	100
	Performance		
8	Ensures continuous improvement in the quality of customer service.	4.90	98
9	Ensuring proper and prudent management of non-financial resources	5.00	100
10	Ensuring compliance with Financial statutory obligations such as publishing quarterly reports, PAYEE, NHIF, Pensions	4.80	96
11	Resolution of Internal and External Audit queries	4.90	98
12	Continuous achievement of financial and nonfinancial Key Performance Indicators	4.80	96
13	Ensuring proper and prudent management of financial resources	4.90	98
14	Ensures that the procurement process is cost effective and delivers value for money.	4.80	96
15	Ensures effective utilization of ICT in the organization.	4.90	98
16	Ensures timely and accurate financial reporting.	4.80	96
17	Enhances the organization's value to stakeholders on a sustainable basis.	5.00	100
18	Achieves set performance objectives and targets.	4.90	98
	Leadership and Governance		
19	Adheres to the organization's code of conduct.	5.00	100



**KENYA PLANT HEALTH INSPECTORATE SERVICE
(KEPHIS)**

**Board Performance Evaluation Report
FY2022/2023**

1ST August, 2023

2.0 Summary of Board Evaluation Results

The following is a summary of the performance evaluation results for the year 2022/2023;

	Name	Position	Date of Appointment	Date of Expiry	Score	Score
1.	Mr. Silas Muriira Killingo	Member	13th-May-2022	12th-May-2025	4.77	95.33
2.	Mr. James Waciuri Wanjohi	Member	18th-Jan-2022	17th-Jan-2030	4.94	98.83
3.	Mr. Moses Merkalei Atuko	Member	27th-Oct-2021	27th-Oct-2023	4.85	97.00
4.	Mr. Julius Kimeu Mutua	Member	N/A	N/A	4.92	98.33
5.	Dr. Rose Wamunyu Njeru	Member	4th-May-2021	3rd-May-2023	4.89	97.83
6.	Prof. Theophilus Mwenda Mutui	CEO	11th-Dec-2020	10th-Dec-2023	4.89	97.89
7.	Ms. Ivy Waithera	CS	1st-Dec-2020	31st-Dec-2023	4.76	95.24
8.	Mr. Raphael Nderitu	IA	1st-Jan-2023	31st-Dec-2023	4.78	95.67
	Corporate Full Board				4.60	92.00

Details of the above summary and comments thereof which have been discussed by the Board and signed as appropriate, are contained in the individual BE forms and section 3.0, of this report.

3.0 Comments

13	Board members receive timely notices, agenda and Board papers.	4.6667	93.3333
14	Board meetings are conducted in a manner that encourages meaningful participation and timely resolution of issues.	4.8333	96.6667
15	The Board allows diversity of opinion in its meetings.	4.6667	93.3333
16	Every Board member has been issued with a copy of the Board Charter setting out the procedure of Board meetings.	4.8333	96.6667
	Range Score	4.7222	94.4444
	Board Structure and Responsibilities		
17	Appointment to committees has been made taking into consideration requisite skills and Board composition.	4.6667	93.3333
18	The Board has established requisite Board committees with specific terms of reference.	4.8333	96.6667
19	Board members skills and competencies are continually enhanced through need based developed programmes.	4.5000	90.0000
20	The Corporation Secretary/Management advises Board members regularly on matters of governance and the applicable laws.	4.3333	86.6667
21	Board members receive copies of relevant laws, government policies and the organization's policy documents.	4.6667	93.3333
22	New Board members go through a formal induction process.	4.8333	96.6667
23	Every Board member has been issued with a letter of appointment.	4.8333	96.6667
24	The Board has instituted a mechanism to deal with conflicts of interest.	4.6667	93.3333
25	When appropriate, the Board seeks counsel from professional advisors.	4.1667	83.3333
26	Board members bind themselves to the Code of Conduct and Ethics.	4.6667	93.3333
27	Board members understand the extent of their personal liability for the affairs of the organization.	4.5000	90.0000
28	The Board understands and agrees that its primary duty is to the organization.	4.6667	93.3333
29	The composition of the Board fairly represents the diversity of stakeholders and takes in to account the required skills.	4.0000	80.0000

44	The Board has developed a strategy for providing resources required for implementation of the Strategic plan.	4.3333	86.6667
45	The Board devotes significant time in addressing the long-term objectives of the organization.	4.5000	90.0000
46	The Strategic Plan is aligned with the Medium-Term Plan and the Kenya Vision 2030.	4.6667	93.3333
47	The Board has articulated the strategic direction of the organization in a Strategic Plan.	4.8333	96.6667
48	The Board reviews, monitors and ensures that the organization effectively delivers on its mandate.	4.5000	90.0000
49	The Board has reviewed the mandate of the organization to respond to changes in the environment.	4.5000	90.0000
50	The Board has correctly interpreted the mandate of the organization.	4.1667	83.3333
	Range Score	4.5556	91.1111
	Overall rating	4.6000	92.0000

Commitment

The rating has been discussed and agreed by the Board.

Signed.....Date.....

Name.....

Current Board Chairperson

	Strategic Thinking		
19	Understands and upholds the core values of the organization.	5.00	100.00
20	Effectively participates in the strategic planning process.	5.00	100.00
	Range Score	5.00	100.00
	Overall rating	4.94	98.83

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Name..... Date.....

Director.....Date.....

19	Understands and upholds the core values of the organization.	5.00	100.00
20	Effectively participates in the strategic planning process.	5.00	100.00
	<i>Range Score</i>	5.00	100.00
	<i>Overall rating</i>	4.92	98.33

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Name..... Date.....

Director.....Date.....

19	Understands and upholds the core values of the organization.	4.67	93.33
20	Effectively participates in the strategic planning process.	4.83	96.67
	<i>Range Score</i>	4.75	95.00
	<i>Overall rating</i>	4.85	97.00

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Name..... Date.....

Director.....Date.....

	Strategic Thinking		
19	Understands and upholds the core values of the organization.	4.83	96.67
20	Effectively participates in the strategic planning process.	5.00	100.00
	Range Score	4.92	98.33
	Overall rating	4.89	97.83

The rating has been discussed between the Director and Board Chairperson

Signed

Name..... Date.....

Director.....Date.....

	Strategic Thinking		
19	Understands and upholds the core values of the organization.	5.00	100.00
20	Effectively participates in the strategic planning process.	4.83	96.67
	Range Score	4.92	98.33
	Overall rating	4.77	95.33

The rating has been discussed between the Director and Board Chairperson

Signed

Name..... Date.....

Director.....Date.....

13	Ensuring proper and prudent management of financial resources	5.0000	100.0000
14	Ensures that the procurement process is cost effective and delivers value for money.	5.0000	100.0000
15	Ensures effective utilization of ICT in the organization.	4.6667	93.3333
16	Ensures timely and accurate financial reporting.	5.0000	100.0000
17	Enhances the organization's value to stakeholders on a sustainable basis.	5.0000	100.0000
18	Achieves set performance objectives and targets.	5.0000	100.0000
	Range Score	4.9091	98.1818
	Leadership and Governance		
19	Adheres to the organization's code of conduct.	5.0000	100.0000
20	Ensures compliance with the laws, regulations, standards and codes of best practice.	4.8333	96.6667
21	Puts in place effective processes and systems of management.	4.8333	96.6667
22	Manages the organisation's risk and puts in place effective systems of internal control.	4.6667	93.3333
23	Practices effective delegation and empowers staff.	5.0000	100.0000
24	Is capable of leading and managing change.	4.8333	96.6667
	Range Score	4.8611	97.2222
	Board Issues		
25	Provides options to aid the Board in decision-making.	5.0000	100.0000
26	Provides accurate and relevant information to the Board in a timely manner.	5.0000	100.0000
27	Understands the roles of the Board and management.	5.0000	100.0000
28	Is effective in implementing corporate policies, programmes and Board resolutions.	4.8333	96.6667

BE 6

CORPORATION SECRETARY PERFORMANCE EVALUATION 2022/2023

Name of the Corporation Secretary: Ivy Waithera

#	CRITERIA	Score	Percentage
	Board Capacity Building		
1	Ensures that new Board members undergo an induction programme.	5.00	100.00
2	Facilitates the skills development of Board members.	4.57	91.43
	Range Score	4.79	95.71
	Board Advisory Services		
3	Adequately advises Board members on their duties and responsibilities as well as matters of governance and compliance.	4.57	91.43
4	Ensures that the Board complies with laws, rules, regulations, standards and the Corporation's constitutive documents.	5.00	100.00
	Range Score	4.79	95.71
	Board Secretariat Services		
5	Ensures regular review of the Board Charter and related policies.	4.29	85.71
6	Ensures that notices, agendas and Board papers are dispatched to Board members on a timely basis.	4.43	88.57
7	Ensures that the proceedings and resolutions of the Board and its Committees are recorded accurately, adequately and circulated on a timely basis.	4.57	91.43
	Range Score	4.43	88.57
	Competence		
8	Facilitates the preparation and implementation of the Board work plan.	5.00	100.00
9	Ensures every Board member is issued with the relevant organisation's legal documents, Strategic Plan, Board Charter, Code of Conduct and Ethics and Mwongozo among other relevant documents.	5.00	100.00
10	Maintains and updates the register of conflicts of interest.	5.00	100.00
11	Facilitates the Board evaluation process.	5.00	100.00
12	Coordinates the governance audit process.	4.43	88.57
13	Accounts to the Board on the use of the corporation seal.	5.00	100.00

BE 6

INTERNAL AUDITOR PERFORMANCE EVALUATION 2022/2023

Name of Internal Auditor: Mr. Raphael Nderitu

#	CRITERIA	Score	Percentage
	Competence		
1	Conducts risk-based value for money, systems and policy audit	5.00	100.00
2	Facilitate effective engagements with the external auditors.	4.75	95.00
3	Ensures every Board Audit Committee member is issued with the relevant Agency's legal documents, Strategic Plan, Board Audit Committee Charter, Code of Conduct and Ethics and Mwongozo among other relevant documents.	4.25	85.00
4	Ensures that the proceedings and resolutions of the Board Audit Committee are recorded accurately, adequately and circulated on a timely basis.	4.75	95.00
5	Ensures that notices, agendas and Committee papers are dispatched to the Board Audit Committee members on a timely basis.	5.00	100.00
6	Ensures that the Board Audit Committee complies with laws, rules, regulations, standards and the Corporation's constitutive documents.	5.00	100.00
7	Maintains and updates the register of conflicts of interest for the Board Audit Committee	5.00	100.00
	Range Score	4.82	96.43
	Corporate Governance		
8	Ensures that the independence of internal audit and risk assurance is secured and exercised	5.00	100.00
9	Demonstrates integrity, objectivity, confidentiality and competency in accordance with the Code of Ethics and Audit standards.	4.50	90.00
10	Provides efficient secretarial services to Audit Committee including Committee papers on management letters and any other external Audit queries.	5.00	100.00
11	Advises Board Audit Committee members regularly on matters of governance and compliance.	5.00	100.00
12	Facilitates the preparation and implementation of the Board Audit Committee work plan.	4.75	95.00

4.0 BOARD PERFORMANCE IMPROVEMENT PLAN (2022/2023)

PERFORMANCE INDICATOR	SCORE	IDENTIFIED WEAKNESSES	PROPOSED REMEDIES	REQUIRED RESOURCES	TIMELINES



**Kenya Plant Health
Inspectorate Service**

KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)

**Performance Evaluation Report
2021/2022**

8th SEPTEMBER, 2022

2.0 Summary of Board Evaluation Results

The following is a summary of the performance evaluation results for the year 2021/2022;

#	Name of Council Member	Position	Date of Appt	Expiry of term	Score	Percentage
1.	Ronald Juxton Abonyo	Member	4th, May-2020	3rd, May-2023	4.5444	90.8889
2.	Lucky Jemtai Litole	Member	27th, Oct-2021	26th, Oct-2024	4.2278	84.5556
3.	Moses Merkalei Atuko	Member	27th, Oct-2021	26th, Oct-2024	4.6278	92.5556
4.	Julius Kimeu Mutua	Member	2nd, Oct-2015	31st, Dec-2030	4.6917	93.8333
5.	Rose Wamunyu Njeru	Member	27th, Oct-2021	26th, Oct-2024	4.7500	95.0000
6.	Stephen Kirimi Maore	Member	4th, May-2020	3rd, May-2023	4.7778	95.5556
7.	Marstella Bahati Kahindi	Member	4th, May-2020	3rd, May-2023	4.4778	89.5556
8.	James Waciuri Wanjohi	Member	28th, Jan-2022	16th, Jan-2030	4.7000	94.0000
9.	Theophilus Mwendwa Mutui	CEO	11th, Dec-2020	10th, Dec-2023	4.7600	89.8519
10.	Ivy Rose Waithera	Corporation Secretary			4.5704	91.4076
11	Corporate Full Board				4.7320	94.6400

Details of the above summary and comments thereof which have been discussed by the Board and signed as appropriate, are contained in the individual BE forms and section **3.0**, of this report.

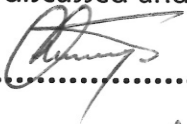
3.0 Comments

15	The Board's time is not spent on issues of day-to-day management.	4.7000	94.0000%
16	The Board (adequately) analyses and discusses proposals from Management before approving the same.	4.9000	98.0000%
17	The Board receives sufficient, accurate and timely information from management.	4.3000	86.0000%
18	The Board evaluates the performance of Chief Executive Officer based on agreed annual targets.	4.8000	96.0000%
19	The Board determines the remuneration of the Chief Executive Officer.	4.4000	88.0000%
20	A succession plan is in place for the Chief Executive Officer and senior management and is reviewed regularly.	3.5000	70.0000%
21	The composition of the Board fairly represents the diversity of stakeholders and takes in to account the required skills.	4.4000	88.0000%
22	The Board understands and agrees that its primary duty is to the organisation.	4.9000	98.0000%
23	Board members understand the extent of their personal liability for the affairs of the organisation.	4.9000	98.0000%
24	Board members bind themselves to the Code of Conduct and Ethics.	5.0000	100.0000%
25	When appropriate, the Board seeks counsel from professional advisors.	4.4000	88.0000%
26	The Board has instituted a mechanism to deal with conflicts of interest.	4.7000	94.0000%
27	Board members evaluate their individual and overall performance formally on annual basis.	5.0000	100.0000%
28	Every Board member has been issued with a letter of appointment.	5.0000	100.0000%
29	New Board members go through a formal induction process.	4.7000	94.0000%
30	Board members receive copies of relevant laws, government policies and the organisation's policy documents.	4.9000	98.0000%
31	The Corporation Secretary/Management advises Board members regularly on matters of governance and the applicable laws.	4.8000	96.0000%
32	Board members skills and competencies are continually enhanced through need based developed programmes.	4.6000	92.0000%

49	The Board has developed a communication strategy for the organisation.	4.8000	96.0000%
50	The Board has in place an appropriate policy on corporate social responsibility.	4.7000	94.0000%
	Overall rating	4.7320	94.6400%

Commitment

The rating has been discussed and agreed by the Board.

Signed..........Date.....14/09/2022.....

Name.....Hon. Peter Wan King.....

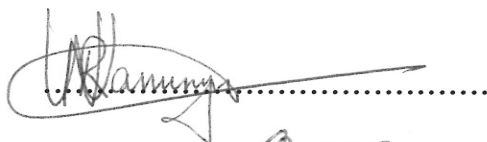
15	Promotes transparency and accountability at Board level.	4.6667	93.3333%
16	Clearly understands and discloses potential conflict of interest.	4.8889	97.7778%
17	Is respectful and espouses teamwork.	4.5556	91.1111%
18	Understands the most significant risks facing the organization.	4.6667	93.3333%
19	Understands and ensures compliance with enabling legislation and policy guidelines.	4.7778	95.5556%
20	Promotes a positive image of the organization.	4.8889	97.7778%
	Overall rating	4.7500	95.0000%

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Dr. Rose Njeru:



Date: 15/09/2022

Hon. Peter Weru Kinyua:



Date: 15/09/2022

16	Clearly understands and discloses potential conflict of interest.	4.7778	95.5556%
17	Is respectful and espouses teamwork.	4.5000	90.0000%
18	Understands the most significant risks facing the organization.	4.7222	94.4444%
19	Understands and ensures compliance with enabling legislation and policy guidelines.	4.7778	95.5556%
20	Promotes a positive image of the organization.	4.7222	94.4444%
	Overall rating	4.6917	93.8333

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Julius Kimeu Mutua:

.....

Date: 15/09/2022

Hon. Peter Weru Kinyua:

.....

Date: 15/09/2022

15	Promotes transparency and accountability at Board level.	4.7778	95.5556%
16	Clearly understands and discloses potential conflict of interest.	4.8889	97.7778%
17	Is respectful and espouses teamwork.	4.7778	95.5556%
18	Understands the most significant risks facing the organization.	4.6667	93.3333%
19	Understands and ensures compliance with enabling legislation and policy guidelines.	4.6667	93.3333%
20	Promotes a positive image of the organization.	5.0000	100.0000%
	Overall rating	4.7778	95.5556

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Dr. Stephen Kirimi Maore:

Date: 15/09/2022

Hon. Peter Weru Kinyua:

Date: 15/09/2022

15	Promotes transparency and accountability at Board level.	4.4444	88.8889%
16	Clearly understands and discloses potential conflict of interest.	4.7778	95.5556%
17	Is respectful and espouses teamwork.	4.6667	93.3333%
18	Understands the most significant risks facing the organization.	4.7778	95.5556%
19	Understands and ensures compliance with enabling legislation and policy guidelines.	4.8889	97.7778%
20	Promotes a positive image of the organization.	4.8889	97.7778%
	Overall rating	4.7000	94.0000

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

James Waciuri Wanjohi:

Date: 15/09/2022

Hon. Peter Weru Kinyua:

Date: 15/09/2022

15	Promotes transparency and accountability at Board level.	4.4444	88.8889%
16	Clearly understands and discloses potential conflict of interest.	4.7778	95.5556%
17	Is respectful and espouses teamwork.	4.6667	93.3333%
18	Understands the most significant risks facing the organization.	4.2222	84.4444%
19	Understands and ensures compliance with enabling legislation and policy guidelines.	4.2222	84.4444%
20	Promotes a positive image of the organization.	4.7778	95.5556%
Overall rating		4.4778	89.5556%

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Marstella Bahati Kahindi:

Date: 15/9/2022

Hon. Peter Weru Kinyua:

Date: 15/09/2022

15	Promotes transparency and accountability at Board level.	4.3333	86.6667%
16	Clearly understands and discloses potential conflict of interest.	4.4444	88.8889%
17	Is respectful and espouses teamwork.	4.4444	88.8889%
18	Understands the most significant risks facing the organization.	4.0000	80.0000%
19	Understands and ensures compliance with enabling legislation and policy guidelines.	4.1111	82.2222%
20	Promotes a positive image of the organization.	4.3333	86.6667%
	Overall rating	4.2278	84.5556

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Lucky Jemtai Litole:

Date: 15/09/2022

Hon. Peter Weru Kinyua:

Date: 15/09/2022

15	Promotes transparency and accountability at Board level.	4.5556	91.1111%
16	Clearly understands and discloses potential conflict of interest.	4.5556	91.1111%
17	Is respectful and espouses teamwork.	4.1111	82.2222%
18	Understands the most significant risks facing the organization.	4.4444	88.8889%
19	Understands and ensures compliance with enabling legislation and policy guidelines.	4.4444	88.8889%
20	Promotes a positive image of the organization.	4.7778	95.5556%
	Overall rating	4.5444	90.8889%

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Ronald Juxton Abonyo:

Date: 15/09/2022

Hon. Peter Weru Kinyua:

Date: 15/09/2022

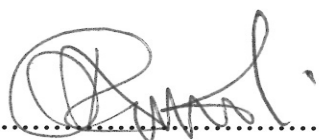
16	Clearly understands and discloses potential conflict of interest.	4.6667	93.3333%
17	Is respectful and espouses teamwork.	4.6667	93.3333%
18	Understands the most significant risks facing the organization.	4.7778	95.5556%
19	Understands and ensures compliance with enabling legislation and policy guidelines.	4.7778	95.5556%
20	Promotes a positive image of the organization.	4.7778	95.5556%
	Overall rating	4.6278	92.5556

Commitment

The rating has been discussed between the Director and Board Chairperson

Signed

Moses Merkalei Atuko:



Date: 15-09-2022

Hon. Peter Weru Kinyua:



Date: 15/09/2022

15	Promotes ethical practices, values of the public service and good corporate citizenship.	4.6667	93.3333%
16	Adheres to the organization's code of conduct.	4.7778	95.5556%
17	Ensures a conducive work environment for attracting, retaining and motivating employees.	4.3333	86.6667%
18	Ensures continuous improvement in the quality of customer service.	4.2222	84.4444%
19	Communicates effectively with shareholders and stakeholders.	4.6667	93.3333%
20	Promotes a positive image of the organization.	4.7778	95.5556%
21	Aligns the human capital to the overall organizational strategy.	4.3333	86.6667%
22	Ensures succession planning, employee growth and development.	4.1111	82.2222%
23	Ensures prudent financial management and reporting.	4.5556	91.1111%
24	Ensures effective utilization of ICT in the organisation.	4.4444	88.8889%
25	Ensures that the procurement process is cost effective and delivers value for money.	4.6667	93.3333%
26	Ensuring proper and prudent management of financial resources	4.5556	91.1111%
27	Continuous achievement of financial and nonfinancial Key Performance Indicators	4.4444	88.8889%
28	Resolution of Internal and External Audit queries	4.5556	91.1111%
29	Ensuring compliance with Financial statutory obligations such as publishing quarterly reports, PAYEE, NHIF, Pensions	4.6667	93.3333%
30	Ensuring proper and prudent management of non-financial resources	4.4444	88.8889%
	Overall rating	4.4926	89.8519

Comments.....*On discussion with the Board members and in*.....

BE5

CORPORATION SECRETARY'S PERFORMANCE EVALUATION

Name of Corporation Secretary: Ivy Rose Waithera

#	CRITERIA	Score	Percentage
1	Provides guidance to the Board on their duties and responsibilities.	4.67	93.33%
2	Advises Board members regularly on matters of governance and compliance.	4.89	97.78%
3	Ensures that new Board members undergo an induction programme.	4.78	95.56%
4	Facilitates the preparation and implementation of the Board work plan.	4.78	95.56%
5	Ensures regular review of the Board Charter and related policies.	4.44	88.89%
6	Maintains and updates the register of conflicts of interest.	5.00	100.00%
7	Ensures that the Board complies with laws, rules, regulations, standards and the Corporation's constitutive documents.	4.78	95.56%
8	Ensures that notices, agendas and Board papers are dispatched to Board members on a timely basis.	4.00	80.00%
9	Ensures that the proceedings and resolutions of the Board and its Committees are recorded accurately, adequately and circulated on a timely basis.	4.11	82.22%
10	Ensures every Board member is issued with the relevant organisation's legal documents, Strategic Plan, Board Charter, Code of Conduct and Ethics and Mwongozo among other relevant documents.	4.78	95.56%
11	Facilitates the skills development of Board members.	4.67	93.33%
12	Facilitates the Board evaluation process.	4.67	93.33%
13	Coordinates the governance audit process.	4.22	84.44%
14	Accounts to the Board on the use of the corporation seal.	4.56	91.11%
15	Facilitates effective communication between the organisation and the shareholders and Stakeholders.	4.22	84.44%
	Overall rating	4.5704	91.4076

4.0 BOARD PERFORMANCE IMPROVEMENT PLAN (2022/2023)

PERFORMANCE INDICATOR	% SCORE	IDENTIFIED WEAKNESSES	PROPOSED REMEDIES	REQUIRED RESOURCES	TIMELINES