

GOVERNMENT OF NAIROBI CITY COUNTY



*Paper laid on the
Table of the Assembly
by Hon. Nancy
Muthami, MCA
19/11/2020*

THE NAIROBI CITY COUNTY ASSEMBLY

OFFICE OF THE CLERK

SECOND ASSEMBLY-FOURTH SESSION

NBI CA. PLC. 2020 / (62)

19th November, 2020

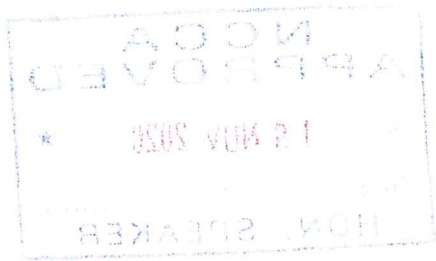
PAPER LAID

Pursuant to Standing Order 191, I beg to lay the following Paper on the Table of the Assembly, today Thursday 19th November, 2020.

THE REPORT OF THE SELECT COMMITTEE ON MEMBERS SERVICES AND FACILITIES
ON INDUCTION WORKSHOP HELD FROM 19TH TO 22ND OCTOBER 2020.

(Chairperson, Select Committee on Members Services and Facilities)

Copies to:
The Speaker
The Clerk
Hansard Editor
Hansard Reporters
The Press



GOVERNMENT OF NAIROBI CITY COUNTY



*Notice of Motion
given by Hon. Nanyo
Muthami, MCA
19/11/2020*



THE NAIROBI CITY COUNTY ASSEMBLY

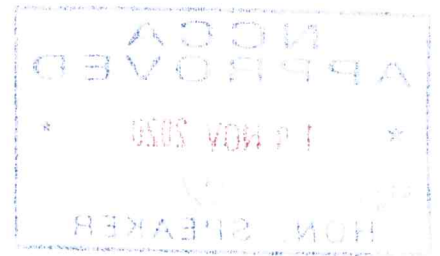
SECOND ASSEMBLY
(FOURTH SESSION)

NOTICE OF MOTION

Hon. Speaker, I beg to give notice of the following motion:-

THAT, this Assembly Adopts THE REPORT OF THE SELECT COMMITTEE ON MEMBERS SERVICES AND FACILITIES ON INDUCTION WORKSHOP HELD FROM 19TH TO 22ND OCTOBER 2020, laid on the Table of the Assembly on Thursday, 19th November 2020.

(Chairperson, Select Committee on Members Services and Facilities)



COUNTY GOVERNMENT OF NAIROBI CITY



NAIROBI CITY COUNTY ASSEMBLY

SECOND ASSEMBLY-FOURTH SESSION

REPORT OF THE SELECT
COMMITTEE ON MEMBERS SERVICES AND FACILITIES ON
INDUCTION OF THE COMMITTEE MANDATE HELD AS FROM 19TH TO 22ND
OCTOBER, 2020 AT SAIROCK HOTEL IN MOMBASA COUNTY

Clerks Chambers
City Hall Buildings
NAIROBI

NOVEMBER, 2020

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Annexure

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1.0. PREFACE

1.1. Committee Mandate

Hon. Chair,

The Select Committee on Members Services and Facilities is established pursuant to Standing Order No. 204 (3), and it is mandated to:-

- i) Receive and consider views of Members on the services and facilities provided for their benefit and wellbeing, including catering, sports and health club;*
- ii) Advice and report on all matters connected to the services and facilities provided for Members.*

In exercising its mandate, the committee is expected to liaise and consult with the County Assembly Service Board from time to time.

1.2. Committee Membership

Hon. Chair,

The Committee is composed of the following Members:-

- 1. The Hon. Nancy Muthami, MCA - **Chairperson**
 - 2. The Hon. David Okello, MCA – **Vice Chairperson**
 - 3. The Hon. Joyce Muthoni, MCA
 - 4. The Hon. Doris Kanario, MCA
 - 5. The Hon. Peter Warutere, MCA
 - 6. The Hon. Silvia Museiya, MCA
 - 7. The Hon. Geoffrey Ng'ang'a, MCA
 - 8. The Hon. Benson Mwangi, MCA
 - 9. The Hon. Asli Mohammed, MCA
 - 10. The Hon. Nicholas Okumu, MCA
 - 11. The Hon. Rosemary Masitsa, MCA
 - 12. The Hon. Mellab Atemah, MCA
 - 13. The Hon. Jackline Apondi, MCA
 - 14. The Hon. Herman Azangu, MCA
 - 15. The Hon. Redson Otieno, MCA
-

1.3. Committee retreat

Following the creation and subsequent appointment of Members to the Committee, the Committee held its first retreat at **Sai Rock hotel, Mombasa County** as from **19th to 22nd October, 2020**. The objective of the retreat was for the Members to be taken through the mandate of the Committee as borrowed from Parliament and to address one of the agenda before it i.e. **the Assembly Canteen**. The Committee was trained by an experienced Parliamentary Officer with extensive knowledge on the working of the sister Committee in Parliament.

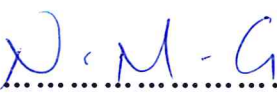
1.4. Acknowledgements

Hon. Chair,

The Chairperson of this Committee wishes to wholeheartedly thank the Members for their punctuality, commitment and selfless service in the execution of the committee mandate. The Committee also thanks the staff of the County Assembly attached to the Committee and the technical experts for their expertise and unlimited support.


- Finally, on behalf of the Select Committee on Members Services and Facilities, it is my pleasure and duty to present on the induction workshop held from **19th to 22nd October, 2020** at **Sai Rock hotel, Mombasa County**.

Thank you.

Signed 

Hon. Nancy Grace Muthami, MCA
(Chairperson)

Select Committee on Members Services and Facilities

Date 

2.0. PROCEEDINGS OF THE RETREAT

2.1. Presentations by the Facilitator.

The Facilitator took the Committee through an in-depth induction of the establishment, and mandate of the Committee as follows: -

2.1.1. Establishment and role of the Committee

Borrowing from the National Parliament experience, the formation of the committee was informed on the basis that before the establishment of the Committee, Members of Parliament had a lot of unresolved issues regarding services and facilities offered by Parliament to its Members this prompted the House leadership to create a platform through which members channel their views to the parliamentary service commission.

Concerning County Assemblies, Section 12(7) of the County Governments Act mandates the Nairobi City County Assembly Service Board with among other things, to provide services and facilities as are necessary for the efficient and effective functioning of the County Assembly. The County Assembly has a wide range of Members' facilities including but not limited to: buildings, parking bays, grounds, gymnasium, offices, office equipment (such as computers and photocopying facilities), office furniture and fittings, committee rooms and that the Nairobi City County Assembly Service Board has an enormous task of ensuring that the said facilities are not only well maintained but also well attended to.

Pursuant to the provisions of Section 12(7) of the County Governments Act, the Board extends an array of services to Members such as cleaning services, telephone services, printing services, medical services, catering services, security services, ICT services, library services, catering services, mortgage and car loan facilities and therefore the Nairobi City County Assembly Service Board, again, has duty of ensuring the services are not only readily available but ensuring they are of a quality that the Members would expect.

The Committee recognizes that, for Members to be effective and efficient in their constitutional tasks, they must be equipped with the necessary facilities and services. It was therefore important for the Committee to undertake this workshop to

understand the mandate of the Committee and to know how the services and facilities in the County Assembly could be improved.

2.1.2. Nexus between the Committee on Members' Services and Facilities and the County Assembly Service Board.

The Nairobi City County Assembly Service Board is established pursuant to Section 12 of the County Government Act. Under Section 12(7), the Board is mandated among other things to; -

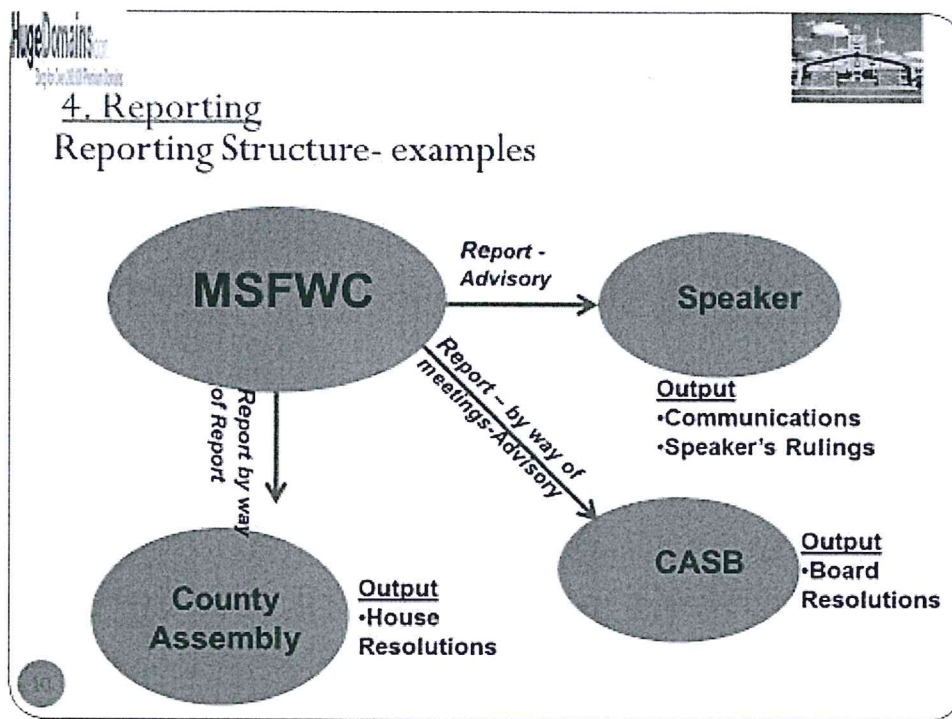
- a) Provide services and facilities to ensure the efficient and effective functioning of the county assembly;
- b) Constitute offices in the county assembly service, and appointing and supervising office holders;
- c) Prepare annual estimates of expenditure of the county assembly service and submitting them to the county assembly for approval, and exercising budgetary control over the service;
- d) Undertake, singly or jointly with other relevant organizations, programmes to promote the ideals of parliamentary democracy; and performing other functions.

The Committee was informed that the following were some of their entitlements; gratuity, insurance, mortgage & car loan facilities, medical services, ICT services including printing, ward liaison office, catering services and recreational services.

2.1.3. Reporting structure

Members were informed that the Committee has 2 two reporting structures;

- a) Resolutions that require the Speaker to make a communication or ruling can be directed to the Speaker directly;
 - b) Reports that require the NCASB to make resolutions and implement on internally;
 - c) Reporting by way of report through the County Assembly.
-



2.1.4. Canteen Management

The Chairperson mentioned that they do understand that catering as a service is very essential in facilitating Members of the County Assembly discharge the constitutional duties in an effective and efficient manner. Whilst it is a fact that the canteen in the Assembly has been in existence since 2017, the Committee was concerned that the provision of this service had continued to face challenges in areas such as quality of food, administrative malpractices, financial impropriety and lack of prudence in the management of the catering unit. In light of the above, the Committee set out to examine the extent of the challenges mentioned above with a view to making recommendations to the Assembly.

The Chairperson noted that the Board had resolved that the Committee holds a meeting with staff canteen management to synchronize and develop a framework on how to manage the Assembly canteen.

The Chairperson invited the former canteen management Members to expound how the canteen used to operate who responded as follows: -

- i) The Staff canteen management had drafted a Board paper and it contained all the key aspects of managing the canteen.

- ii) The Management used to oversight all operations of the canteen.
- iii) The Chairperson of the canteen used her funds to kick start the canteen since there weren't available funds at that time.
- iv) Each staff canteen had a contract to expiring on 10th August, 2019. However, after the contracts expired, the Board didn't renew their contracts.
- v) On 1st July, 2020 a communication was done reverting the management of the canteen to the Assembly. However it's operation was hampered by the outbreak of Covid-19.
- vi) The Staff were paid as soon as the vouchers signed had been consolidated. The monies would be paid to the Staff Canteen Manager through a cheque via an account opened at Cooperative bank.

In a rejoinder, the facilitator highlighted three methods in which the Committee could implement the operationalization of the canteen: -

- **a) Creation of a catering fund** which shall be managed by a catering committee. The Committee shall recommend use of any monies in the fund. The officer in charge will be accountable for the fund and manage proper of book of accounts.

He mentioned that the fund would ensure that the canteen staff are paid and also improve smooth transition of signatories through the office of the Clerk.

The committee was informed that the fund would boost the operations of the Canteen before it stabilizes to operate on its own.

- b) Outsourcing** from various venders who would offer services similar to what the canteen was offering.
- c) Utilizing the (catering, beverages, hospitality and accommodation vote)** on the County Assembly budget to purchase supplies and then paying them through the vouchers raised.

2.1.5. Members observations/plenary

During plenary, Members made the following observations: -

- i) The Committee rooms require adequate chairs to accommodate Members of the County Assembly, staff and the members of the Public attending committee meetings.
- ii) The library/ resource center lacks the necessary resource materials that would be useful for Members and lacks enough space to accommodate readers and research persons.
- iii) That some facilities in the County Assembly are not accessible to persons with disabilities and hence the building does not comply with the requirements of the Nairobi City County Assembly Persons with Disabilities Act, 2016.
- iv) There are broken down furniture that are lying in Charter Hall Foyer hence a disaster and wastage in value.
- v) The County Assembly has not set up a lactating mother's station/ crèche. Noting that most of the Assembly Members and staff are of childbearing age.
- vi) The County Assembly has not set up a gymnasium for the Members and staff, which is a very important health facility.
- vii) That the allowances (millage, car grant and mortgage) do not take cognizant of the prevailing market rates.
- viii) The lack of a specific budget for the catering unit may be a cause for the delay in repairs and upgrading of the infrastructure in the canteen.

3.0. RECOMMENDATIONS

Following the retreat presentations and plenary session, the Committee made the following recommendations: -

1. The NCASB to establish a catering fund, which shall be managed by a catering committee. *(see attached proposed Catering Fund Regulation)*
2. The NCASB to ensure prompt implementation of the House resolutions relating to Members' Services and Facilities.
3. The NCASB to consider setting up a gymnasium for both Members and staff.
4. The NCASB to extend the Assembly ICT services that includes basic internet research and hardware maintenance through its ICT office to the Ward officers;

only.

15. That the NCASB to consider establishing a lactating mothers station/crèche with adequate facilities and to be manned by a matron with relevant qualifications.

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MINUTES OF THE 7TH SITTING OF THE NAIROBI CITY COUNTY ASSEMBLY SELECT COMMITTEE ON MEMBERS SERVICES AND FACILITIES HELD ON TUESDAY 3RD NOVEMBER, 2020 VIA ZOOM

PRESENT

1. The Hon. Nancy Muthami, MCA - Chairperson
2. The Hon. David Okello, MCA – Vice Chairperson
3. The Hon. Peter Warutere, MCA
4. The Hon. Joyce Muthoni, MCA
5. The Hon. Doris Kanario, MCA
6. The Hon. Redson Otieno, MCA
7. The Hon. Nicholas Okumu, MCA
8. The Hon. Mellab Atemah, MCA
9. The Hon. Jackline Apondi, MCA
10. The Hon. Rosemary Masitsa, MCA

ABSENT

1. The Hon. Geoffrey Ng'ang'a, MCA
2. The Hon. Asli Mohammed, MCA
3. The Hon. Benson Mwangi, MCA
4. The Hon. Herman Azangu, MCA
5. The Hon. Silvia Museiya, MCA

Secretariat:

1. Jolinda Wangui - First Clerk Assistant

MIN.022/NCCA/MS&F/NOV/2020: PRELIMINARIES

- The Chairperson called the meeting to order at 12.30 am and opened the meeting with a word of prayer. She then welcomed Members present, to the meeting.
- The agenda of the day was then adopted for discussion as proposed by Hon. Mellab Atemah and seconded by Hon. Jackline Apondi as follows: -

AGENDA

1. *Consideration and Adoption of the report on the retreat held from 19th to 22nd October, 2020 at Sai Rock Hotel, Mombasa County.*
 2. *Any other business*
 3. *Adjournment*
-

MIN.023/NCCA/MS&F/NOV/2020:- CONSIDERATION AND ADOPTION OF THE
REPORT ON THE RETREAT HELD FROM 19TH TO 22ND OCTOBER, 2020 AT SAI ROCK
HOTEL, MOMBASA COUNTY.

- The Chairperson guided the Committee through the report which was confirmed to be true record of the proceedings on proposal by Hon. Peter Warutere and seconding by Hon. Mellab Atemah.

MIN.021/NCCA/MS&F/OCT/2020: - A.O.B & ADJOURNMENT

- The Committee having dispensed with the business of the day and the time being Twelve o'clock, the Chairperson adjourned the sitting. The date and venue of the next sitting was going to be communicated by way of notice.

CONFIRMED AS TRUE RECORD OF PROCEEDINGS

SIGN.....N-M-G..... DATE.....9/11/2020.....
HON. NANCY MUTHAMI, MCA (CHAIRPERSON)

