

**MINUTES OF COMMITTEE OF ADMINISTRATION, ICT AND HUMAN RESOURCE HELD
AT BEISA BOARDROOM ON 24TH OF OCTOBER 2024**

NM/01/BD/2024

IN ATTENDANCE

1. Michael Muriithi- Committee Chair
2. Cecile Muthoni-Vice -Chair Municipal Board
3. Linnet Wairimu
4. Peter Wahome
5. Lucy Bolton
6. Rev. David Macharia
7. Anthony Rukwaro-Secretary

ABSENT WITH APOLOGY

1. Abdi Sora-Chairman-Nanyuki Municipal Board

AGENDA

1. PRAYERS
2. DISCUSSION ON CONSULTATIONS WITH H.E THE GOVERNOR
3. CORE STAFF AND OTHER STAFF REQUIRMENTS
4. STAFF EXIT AND RECRUITMENT
5. ORGANOGRAM
6. ADOPTION OF REPORT ON ANALYSIS OF MUNICIPAL SERVICE DELIVERY
7. PROPOSED BUDJECT FOR 2024/2025

PREAMBLE

The meeting was a predecessor to a previous closed meeting held between the board and HE Governor Joshua Irungu at his office. The discussion touched on the fulfilment of the minimum conditions as dictated by the Kenya Urban Support Program and the gaps thereof. The Governor requested the board to move with the speed and meet all the minimum conditions within shortest time possible. The meeting with the Governor confirmed that, the current staffs based at the municipality of nanyuki will be redeployed back to their mother departments and will be requested to apply for their respective positions within the municipality. This meeting was therefore to discuss the staffing program in order to meet the MCs that deliberately request for specific core staffs and other conditions that are within the mandate of the board. It was proposed that some of these staff can be recruited through internal advertisements.

MIN/01/NM/BD/24-PRAYERS

The meeting started by a word of prayers led by Reverend Macharia at 1100hr

MIN/02/NM/BD/24-CONFIRMATION OF THE DISCUSSION

The chairman reminded the committee about the discussion the board had with the governor and the importance of speeding the resolutions to meet the demands of the minimum conditions and performance standards. A list of the core staff as required by KUSP II was read out by members by the admin officer as follows:

1. Municipal Manager
2. Registered Engineer
3. Registered planner
4. Registered Accountant/Finance officer
5. Registered Environmental officer
6. Registered Procurement officer
7. Shared human resource officer
8. Social development officer

All the above core staff are required to be registered within their own professional bodies. Members discussed and noted that the advertised positions of registered engineer, registered physical planner were about to be concluded by the newly inaugurated Laikipia Public Service Board and that the other positions will be filled by permanent deployment from the departments.

Members discussed and came up with a list of other staff required in the municipality.

Members discussed and agreed on the following list of all required municipality employees

MIN/03/NM/BD/24-CORE STAFFS

Municipal Manager

The minimum condition has detailed the requirements of a municipal manager, the UACA 2012, has also given the criteria of selecting a municipal manager. County Government of Laikipia has advertised for the position which should be filled within the next two weeks. The MCs have specifically requested for a substantive manager to fill up the position which has since been advertised. The HR chairman confirmed that the Nanyuki Municipality will have a substantive manager within two weeks.

Registered Engineer

It was the feeling of the committee that, further advice should be sought if the advertisement of a registered engineer is not successful. The board felt that, a provision should be sought where an engineer can be engaged in a contractual term if this does not contravene the minimum conditions. The Resident engineer will assume the role of leadership of the engineering department and will be the Municipal lead project manager. See the organogram below.

Serial	Section	Core Staff	Number	Other Staff	Number	Remarks		
1	Planning	Register Physical Planner	1	1 Assistant Planner	1			
				Surveyor	1			
				GIS Officer	1			
				Development Control Inspector	2			
				Billing Clerk	1			
2	Environment	Environment Officer	1	1 Compliance Officer	1			
				Data Clerk	1			
				Drivers	4			
				Dumpsite Attendance	2			
				Dumpsite Security	2			
3	Finance and Accountance	Finance/Accounts	1	Accounts assistance	2			
4	Procurement	Procurement Officer	1	1 Assistant Procurement Officer	1			
5	Admin	Manager	1	1 Administration Officer	1			
				Registry	1			
				Disaster Management	1			
				Human Resource	1			
				Enforcement Officer	1			
				Traffic Enforcement Marshals	4			
				Headquarter Enforcement Officers	2			
				Old and New Market	4			
				Main Bus stage	2			
				Murumba and Ukumbusho Market	4			
				Matanya and Doidoi bus stage	2			
				Building Inspection and Development Control Enforcen	4			
							Greenfaced Enforcement	2
				Social Hall and Nanyuki Stadium Security	6			
				Fire Officer	1			
				Safety Officer	1			
				Firemen	8			
				ICT Officer	2			
6	Engineering	Registered Engineer	1	1 Assistant Engineer	4			
				Building Artisans	3			
				Electrical Maintenance Supervisor	1			
				Electricians	3			
				Building Inspectors	2			
				Road Inspectors	1			
7	Social Development	Social Development Officer	1	1 Sports Officer	1			
				Gender Youth And Social Service	1			
				Community Development Assistant	2			
				Social Hall Caretaker	1			
						Stadium Caretaker	1	

Registered Planner

This position will be advertised internally for a registered planner. The committee committed to recruit internally for the registered planner who will lead the planning department. He/she will lead the planning department as shown in the organogram.

Registered Accountant/Finance Officer

The committee noted that the Municipal Registered Accountant/ Finance Officer must be registered.

Registered Environmental Officer (ENV)

The committee is comfortable with the current Environmental officer who has delivered on her duties to the expectations of the committee. It was agreed that this committee should retain her and she should be asked to produce NEMA registration certificate.

Registered Procurement Officer

The committee noted that the procurement officer in the municipality is on a PNP and should be asked to present a registration.

Shared Human Resource Officer (HR)

The Human Resource officer will be shared with the county government; however, it was agreed to have an assistant within the municipality to assist in human resources matters.

Social Development Officer (SDO)

SDO will be recruited from the county internally. This is a core staff who will lead a crucial department according to the chairman. They should be registered with a governing body of the related profession.

MIN/NM/CM/04/10/24-STAFF EXIT AND RECRUITMENT

The committee resolved to write a letter to the county secretary asking him to draft letters to all the acting officers within the municipality and ask them to report back to the mother departments for the redeployment. They also resolved to ask the county secretary for an internal advertisement to fill up the positions within the municipality.

MIN/NM/CM/05/10/24-ORGANOGRAM

The committee resolved to prepare an organogram based on the staffing needs of the municipality.

The meeting was adjourned at 1745hrs through a word of prayer led by Reverend Macharia.

MIN/NM/CM/06/10/24-ADOPTION OF REPORT ON ANALYSIS OF MUNICIPAL SERVICE DELIVERY

The above document was presented for adoption and the committee was taken through it. And the members noted that the report reflected on information that was gazette. The document was proposed for approval by Linnet Ndungu and seconded by reverend David Macharia ana it was resolved:

that the document is hereby approved.

MIN/NM/CM/07/10/24- PROPOSED BUDGET FOR 2024/2025

The committee was advised that the municipal budget to be prepared based on the location from the county totaling to ksh recurrent 2M and development ksh 5M.

Th committee discussed and agreed that a budget can be prepared by the committee since all the member of the committee present and absent were in agreement after they had consolted with the board members on phone during the 5minutes break before discussion of the agenda. The members discussed and agreed as follows below:

BUDJGET FY 2024/2025

RECURRENT BUDGET

Description of goods, works and services	Unit of measurement	Qty/s cope	Estimate d total cost (KSH) '000	Budget	Proc. Method proposed	Reserva tion for Target Groups (30%)	Open	Timing activit es (mont hly basis)
Water Bill	-		100,000		KPLC	Direct procurement	100%	Variou dates
Electricity	-		100,000		Nawasco single sourcing	Direct procurement	100%	Variou dates
Substance and fuel			800,000	800,000	-		100%	
Training seminars and other board expenses	-	-	1,200,000	1,200,000	Frame work arrangement			
TOTAL			2,000,000					

DEVELOPMENT BUDJET

Description of goods, works and services	Unit of measurement	Qty/scope	Estimated total cost (KSH) '000	Budget	Proc. Method proposed	Reservation for Target Groups (30%)	Open	Timing activities (monthly basis)
Rehabilitation of urban roads including storm water drain, culverts, and non motorized transport			2,800,000		RFQ	OPEN	100%	
REHABILITATION OF STADIUM GATES, MUNICIPAL OFFICES, SOCIAL HALL, PUBLIC TOILET			2,200,000		RFQ	SPECIAL GROUP	100%	
GRAND TOTAL			5,000,000	5,000,000				

The members unanimously resolved that;

1. The budget be approved.
2. To take effect after adoption in the next board meeting.



Prepared by: Admin Officer

Name: Anthony Rukwaro

Date: 18 Nov 2024

Sign: *[Signature]*

Confirmed by the Committee Chairperson:

Sign: *[Signature]*

Date: 18 Nov 2024