

Approved for tabling in the House.

BAT SNA
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REPUBLIC OF KENYA



THE NATIONAL ASSEMBLY

PARLIAMENT
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12TH PARLIAMENT – SIXTH SESSION - 2022

THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

LEGACY REPORT

FOR

12TH PARLIAMENT

(2017-2022)

THE NATIONAL ASSEMBLY	
DATE: 08 JUN 2022 Wednesday	
TABLED BY:	Chairperson, Members Services & Facilities
CLERK AT THE TABLE:	Maimah W. M.M

DIRECTORATE OF AUDIT, APPROPRIATION AND OTHER SELECT COMMITTEES
CLERK'S CHAMBERS
PARLIAMENT BUILDINGS
NAIROBI
JUNE, 2022

PARLIAMENT
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ABBREVIATIONS / ACRONYMS

MP: Members of Parliament

MFS: Members' Services and Facilities

ICT: Information Communication and Technology

PSC: Parliamentary Service Commission

FOREWORD

I am pleased to present this report in conformity with the Standing Orders 200A, which requires the Committee to provide a report which shall be available to the succeeding Committee for preparation of its work plan. The report covers the period from 2017 to 2022 years, which is the period under review.

The Committee's Exit Report is therefore an important tool for gauging the performance of the Committee in the Twelfth Parliament. It gives details of the business executed by the Committee from November 2017 to June 2022 and offers a starting point for the succeeding Committee as it highlights the business pending before the Committee at the end of the Sixth Session.

The Parliamentary Service Commission is established under Article 127 of the Constitution of Kenya (2010). The Article confers on the Commission the responsibility of providing services and facilities to ensure efficient and effective functioning of Parliament. Further, Article 127(6) (e) (I) bestows upon the Commission the duty of carrying out activities that are necessary for the well-being of the Members and Staff of Parliament both at the capital city and constituency offices.

It is against this backdrop that the National Assembly Standing Order No. 212B established the Select Committee on Members' Services and Facilities, which is charged with the mandate of receiving and considering views of Members of the National Assembly on the services and facilities provided to them by the Commission for their benefit and well-being. The Committee is also charged with advising and reporting on all matters connected to these services and facilities.

May I take this opportunity to thank all Members of the Committee for their input and valuable contributions during the deliberations and writing of this report.

I would like to thank Hon Justin Muturi, EGH the Speaker of the National Assembly and Mr. Michael Sialai, CBS, the Clerk of the National Assembly for facilitating and assisting the Committee in exercising their mandate. I would also like to thank the Honorable Members of the Committee for their dedication and hard work that made it possible to accomplish our mandate. I would lastly thank the Secretariat for their dedicated effort and hard work.

It is indeed, my pleasant duty and privilege, on behalf of the Select Committee on Members' Services and Facilities, to table its Legacy Report for the 12th Parliament for noting in accordance with National Assembly Standing Orders 200A.

THE HON. CHRISTOPHER ASEKA, MP

CHAIRPERSON, SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

1.0 PREFACE

1.1 ESTABLISHMENT AND MANDATE OF THE COMMITTEE

1. The power of each House of Parliament to establish committees and to make Standing Orders for the orderly conduct of its proceedings, including the proceedings of its committees is provided under Article 124 of the Constitution of Kenya, 2010.
2. The National Assembly Standing Orders has established various committees of the House with distinct Mandates. These Committees under the Directorate of Audit, Appropriations and Other Select Committees play a pivotal role of facilitating the National Assembly fulfill its constitutional mandate of allocation of national revenue, appropriation of funds and oversight over national revenue, expenditure and State organs.
3. The Select Committee on Members' Services and Facilities is established pursuant to the Standing Order No. 212B.

1.2 Mandate of the Committee

4. The Committee is mandated to:
 - (i) receiving and considering views of Members of the National Assembly on the services and facilities provided to them by the Commission;
 - (ii) advising and reporting on all matters connected to these services and facilities;
and
 - (iii) forum through which the Members of the National Assembly channel their views regarding their welfare to the Commission.
5. In discharge of its mandate, the Committee considers matters related to:
 - (i) Office Space for Members;
 - (ii) ICT Services;

- (iii) Health Club Facilities and Services;
- (iv) Car Park Facilities;
- (v) Hospitality/Catering Services; and
- (vi) Facilitation of Members to travel to and from Nairobi to their constituencies/ counties.

1.3 COMMITTEE MEMBERSHIP

6. The Committee comprises the following members:-

Pursuant to the provisions of Standing Order No. 212 B(3) the Select Committee on Members' Services and Facilities was nominated by the House Business Committee and approved by the House. The House constituted the Committee on Thursday, December 14, 2017. Reconstituted on February 21, 2018; February 26, 2019; March 10, 2020; on February 16, 2021 and further reconstituted on February 18 2022.

1st Session appointed on December 14, 2017

The Hon. Ezekiel Machogu Ombaki, CBS, M.P.	-	Chairperson
The Hon. Catherine Waruguru, MP	-	Vice Chairperson
The Hon. Aisha Jumwa Katana, MP	-	Members
The Hon. Janet Nangabo Wanyama, MP		
The Hon. Samwel Moroto Chumel, MP		
The Hon. Silas Kipkoech Tiren, CBS, MP		
The Hon. Rigathi Gachagua, MP		
The Hon. Eng. Nzambia Thuddeus Kithua, MP		
The Hon. Catherine Wambilyanga, MP		
The Hon. Charity Kathambi Chepkwony, MP		
The Hon. Florence Chepngetich Koskey, MP		
The Hon. Christopher Wangaya Aseka, MP		
The Hon. Elisha Odhiambo, MP		
The Hon. Elsie Muhanda, MP		
The Hon. Rehema Hassan, MP		

2nd Session appointed on February 21, 2018

The Hon. Ezekiel Machogu Ombaki, CBS, M.P.	-	Chairperson
The Hon. Catherine Waruguru, MP	-	Vice Chairperson
The Hon. Aisha Jumwa Katana, MP	-	Members
The Hon. Janet Nangabo Wanyama, MP		
The Hon. Samwel Moroto Chumel, MP		
The Hon. Silas Kipkoech Tiren, CBS, MP		
The Hon. Rigathi Gachagua, MP		
The Hon. Eng. Nzambia Thuddeus Kithua, MP		
The Hon. Catherine Wambilyanga, MP		<i>(Membership ceased on 11/10/2018)</i>
The Hon. Walter Owino, MP		<i>– (appointed on 11th October, 2018)</i>
The Hon. Charity Kathambi Chepkwony, MP		
The Hon. Florence Chepngetich Koskey, MP		
The Hon. Christopher Wangaya Aseka, MP		
The Hon. Elisha Odhiambo, MP		
The Hon. Elsie Muhanda, MP		
The Hon. Rehema Hassan, MP		

3rd Session appointed on February 26, 2019

The Hon. Ezekiel Machogu Ombaki, CBS, M.P.	-	Chairperson
The Hon. Catherine Waruguru, MP	-	Vice Chairperson
The Hon. Aisha Jumwa Katana, MP	-	Members
The Hon. Janet Nangabo Wanyama, MP		
The Hon. Samwel Moroto Chumel, MP		
The Hon. Silas Kipkoech Tiren, CBS, MP		
The Hon. Rigathi Gachagua, MP		
The Hon. Eng. Nzambia Thuddeus Kithua, MP		
The Hon. Walter Owino, MP		
The Hon. Charity Kathambi Chepkwony, MP		
The Hon. Florence Chepngetich Koskey, MP		

The Hon. Christopher Wangaya Aseka, MP

The Hon. Elisha Odhiambo, MP

The Hon. Elsie Muhanda, MP

4th Session appointed on March 10, 2020

The Hon. Ezekiel Machogu Ombaki, CBS, M.P. -**Chairperson**

The Hon. Swarup, Ranjan, Mishra, CBS, MP - **Vice Chairperson** (*appointed 15/7/2020*)

The Hon. Kimani Ichung'wa, CBS, MP, (*appointed 15/7/2020*)

The Hon. Beatrice Nkatha Nyagah, HSC, MP (*appointed 15/7/2020*)

The Hon. Bernard Otieno Okoth, MP

The Hon. Samwel Moroto Chumel, MP

The Hon. Rigathi Gachagua, MP

The Hon. Eng. Nzambia Thuddeus Kithua, MP

The Hon. Walter Owino, MP

The Hon. Charity Kathambi Chepkwony, MP

The Hon. Christopher Wangaya Aseka, MP

The Hon. Elisha Odhiambo, MP

The Hon. Elsie Muhanda, MP

The Hon. Rehema Hassan, MP

The Hon. Generali Nixon Kiprotich Korir, MP (*appointed 15/7/2020*)

5th Session appointed on February 16, 2021

The Hon. Ezekiel Machogu Ombaki, CBS, M.P. -**Chairperson**

The Hon. Swarup, Ranjan, Mishra, CBS, MP - **Vice Chairperson**

The Hon. Kimani Ichung'wa, CBS, MP, - **Members**

The Hon. Beatrice Nkatha Nyagah, HSC, MP

The Hon. Bernard Otieno Okoth, MP

The Hon. Samwel Moroto Chumel, MP

The Hon. Rigathi Gachagua, MP

The Hon. Eng. Nzambia Thuddeus Kithua, MP
The Hon. Walter Owino, MP
The Hon. Charity Kathambi Chepkwony, MP
The Hon. Christopher Wangaya Aseka, MP
The Hon. Elisha Odhiambo, MP
The Hon. Elsie Muhanda, MP
The Hon. Rehema Hassan, MP
The Hon. Generali Nixon Kiprotich Korir, MP

6th Session appointed on February 18, 2022

The Hon Christopher Wangaya Aseka, MP -	Chairperson
The Hon. (Eng.) Thuddeus K. Nzambia MP -	Vice Chairperson
The Hon. Samuel Moroto Chumel, MP -	Members
The Hon. Kimani Ichung'wa, CBS, MP	
The Hon. Swarup, Ranjan, Mishra, CBS, MP	
The Hon. Beatrice Nkatha, MP	
The Hon. Charity Kathambi Chepkwony, MP	
The Hon. Elisha Odhiambo, MP	
The Hon. Elsie Muhanda, MP	
The Hon. Rehema Hassan, MP	
The Hon. Rigathi Gachagua, MP	
The Hon. Walter Owino, MP	
The Hon. Generali Nixon Korir, M.P.	
The Hon. Bernard Otieno, MP	

7. Changes within the Committee membership during the terms:

Third Session - 2019

The Hon. Catherine Wambilyanga, MP (*Membership ceased on 11/10/2018*)
The Hon. Walter Owino, MP – (*appointed on 11th October, 2018*)

Fourth Session - 2020

The Hon. Swarup, Ranjan, Mishra, CBS, MP - **Vice Chairperson** (*appointed 15/7/2020*)

The Hon. Kimani Ichung'wa, CBS, MP, (*appointed 15/7/2020*)

The Hon. Beatrice Nkatha Nyagah, HSC, MP (*appointed 15/7/2020*)

The Hon. Generali Nixon Kiprotich Korir, MP (*appointed 15/7/2020*)

1.3 COMMITTEE SECRETARIAT

8. The Secretariat supporting the Committee comprises of the following staff:

Ms. Wanjiru Mwaura
Principal Clerk Assistant II
Head of Secretariat

Ms. Sylvia Ocharo Mutabari -
Hansard Reporter/Clerk Assistant III

Dr. Kefa Omoti Misuko
Principal Research Officer

Ms. Christine Odhiambo -
Legal Counsel I

Ms. Winnie Kiziah
Media Relations Officer

Ms. Zainabu Wario
Serjeant-At-Arms

2.0 BACKGROUND

2.1 Legal framework

9. Article 93 (1) of the Constitution of Kenya establishes Parliament of Kenya which consists of the National Assembly and the Senate. Further, Article 95 provides for the role of the National Assembly amongst others to:
 - (i) deliberate on and resolve issues of concern to the people;
 - (ii) enact legislations;
 - (iii) determine allocation of national revenue between the two levels of governments the National government and County governments;
 - (iv) appropriate funds for expenditure by the national government and national State organs;
 - (v) exercise oversight over national revenue and its expenditure;
 - (vi) exercise oversight over State organs; and
 - (vii) review the conduct in the office of the President, Deputy President and other State officers and initiate the process of removal from office.
9. In addition, Article 124 of the Constitution empowers Parliament to establish Committees and to make Standing Orders for orderly conduct of its proceedings including the proceedings of its Committee.
10. The National Assembly Standing Order No. 212B establishes the Select Committee on Members' Services and Facilities which is charged with the responsibility of receiving and considering views of Members of the National Assembly on the services and facilities provided to them by the Commission for their benefit and well-being. The Committee is also charged with advising and reporting on all matters connected to these services and facilities. The Committee is therefore the forum through which the Members of the National Assembly channel views regarding their welfare to the Commission.

11. Parliament has a wide range of Members' facilities including but not limited to, buildings; parking bays; gymnasium; office equipment (computers and photocopying facilities) ; office furniture and fittings; committee rooms; and mortgage and car loan facilities. Additionally, the Commission extends an array of services to Members such as cleaning services, telephone services, printing services, medical services, catering, security services, information services, library services and catering services. The Commission is mandated to ensure the said services and facilities are extended.
12. The main reason for the establishment of the Committee in the National Assembly was to allow for a mechanism for handling of matters which were otherwise handled informally under the *Speaker's Kamukunji*. This therefore, formalizes deliberations on Matters of interest to members and and provides a channel through which the said issues can find their way to the House by way of a Report.

3.0 ACHIEVEMENTS

13. In the discharge of its mandate, the Committee held a total of (242 sittings) as follows-
 - First session 2017 – 1 Sitting
 - Second session 2018 - 96 Sittings
 - Third session 2019 – 51 Sittings
 - Fourth session 2020 - 34
 - Fifth session 2021 – 40 Sittings
 - Sixth session 2022 – 20 Sittings

3.1 Business Transacted by the Committee

14. During the said period, the Committee was able to prosecute business as illustrated here below:

Business	Number of Business prosecuted
Field visits (constituency)	16
Capacity Building Activities(outside the county)	10
Capacity Building (within the Country)	10
Inspection visits (within Parliament Buildings)	8
Regulations	1
Committee reports	12

3.1.1 Bills (Published & Pre-Publication Scrutiny)

15. The Committee has not dealt with any Bills during the period under review. However, the Committee considering draft regulations on the management of the Catering Fund which has since been published by the Parliamentary Service Commission.

3.1.2 Capacity Building activities

16. The Committee undertook various study visits, including to the United Kingdom of Great Britain; Northern Ireland; New Zealand and the Parliament of India during the period under review. The Committee further took one reciprocal study visit to the National Assembly of Zambia among others. These visits accorded the Members of the Committee opportunity to learn various ways of advising the Parliamentary Service Commission in improving the services and facilities extended to the Members of the National Assembly.

- a) The membership of the delegation to the United Kingdom of Great Britain and Northern Ireland comprised of the following;
- i. The Hon. Ezekiel Machogu Ombaki, M.P, Chairperson and Leader of the Delegation.
 - ii. The Hon. Janet Nangabo Wanyama, MP
 - iii. The Hon. Rigathi Gachagua, MP
 - iv. The Hon. Eng. Nzambia Thuddeus Kithua,
 - v. The Hon. Christopher Wangaya Aseka, MP
 - vi. The Hon. Elisha Odhiambo, MP
- b) The membership of the delegation to the Parliament of New Zealand comprised of the following;
- i. The Hon. Catherine Waruguru, MP

- ii. The Hon. Silas Kipkoech Tiren, MP
 - iii. The Hon. Catherine Wambilyanga, MP
 - iv. The Hon. Florence Chepngetich Koskey, MP
 - v. The Hon. Rehema Hassan, MP
- c) The membership of the delegation to the Parliament of India comprised of the following;
- i. The Hon. Catherine Waruguru, MP – V/Chairperson and Leader of the Delegation.
 - ii. The Hon. Samwel Moroto Chumel, MP
 - iii. The Hon. Florence Chepngetich Koskey, MP
 - iv. The Hon. Rehema Hassan, MP
 - v. The Hon. Charity Kathambi Chepkwony, MP
 - vi. The Hon. Christopher Wangaya Aseka, MP
- d) The membership of the delegation to the National Assembly of Zambia comprised of the following;
- i. The Hon. Ezekiel Machogu Ombaki, M.P, Chairperson and Leader of the Delegation.
 - ii. The Hon. Eng. Nzambia Thuddeus Kithua,
 - iii. The Hon. Janet Nangabo Wanyama, MP
 - iv. The Hon. Elisha Odhiambo, MP
 - v. The Hon. Silas Kipkoech Tiren, MP
 - vi. The Hon. Catherine Wambilyanga, MP
 - vii. The Hon. Elsie Muhanda, MP

3.1.3 Constituency and County Visits

17. The Committee undertook local visits to the various constituency offices as well as county offices which included;- Kisumu, Kisii, Nakuru, Nyandarua, Siaya, Vihiga and Mombasa. The Kisumu/Kisii visit was carried out between 24th and 28th September, 2018 whereas the Nakuru/ Nyandarua visit was conducted between 8th – 12th October, 2018. The Siaya/Vihiga visit was carried out concurrently with the Mombasa visit between March 14th and 16th, 2019. These visits accorded the Members of the Committee opportunity to familiarize themselves with the services and facilities extended to the Members of Parliament at the constituency or county offices. The Committee also used the visits to interact with Members of Parliament in a bid to get their views on the facilities accorded to them by the Commission.

The Local visits were led by Members of the Committee listed herein below:-

- i. Kisumu/Kisii delegation was led by the Chairperson, Hon. Ezekiel Machogu, MP
- ii. Nakuru/Nyandarua delegation was led by the Vice Chairperson Hon. Cate Waruguru, MP
- iii. Siaya/Vihiga delegation was led by the Chairperson, Hon. Christopher Aseka, MP
- iv. Mombasa delegation was led by the Hon. Florence Koskei, MP
- v. Kwale and Kilifi Counties was led by the Chairperson, Hon. Ezekiel Machogu, MP
- vi. Meru, Tharaka Nithi, Nyeri, Isiolo and Laikipia Counties led by the Chairperson, Hon. Christopher Aseka, MP
- vii. Uasin Gishu/ Nandi was led by the Chairperson, Hon. Christopher Aseka, MP

Highlights of the some inspection visits Tto Constituency Offices

Specifically, the Constituency and County engagement activity were aimed at the following objectives:-

- i) To assess the quality of office infrastructure.
- ii) To determine adherence of staff support programs such as National Hospital Insurance Fund (NHIF), National Social Services Fund (NSSF) and tax compliance.
- iii) To determine challenges experienced by staff while undertaking their roles in the said offices.
- iv) To provide an opportunity for the staff to apprise the Committee on solutions that should be provided by the Parliamentary Service Commission for effective and efficient service delivery to members.

Site visits to Constituency Offices in Kisumu and Kisii Counties from 24th to 28th September, 2018

18. At the constituency level, the facilities strain was evidenced by a general lack of adequate office space, lack/inadequate IT equipment like computers, furniture and

window curtains and slower processing of emoluments meant for staff at the constituency offices.

19. To ensure effective and efficient operations of Members, it is critical to avail at their disposal a range of services and facilities. The PSC should therefore single out the inadequacies in the constituency offices of members both in terms of the welfare of staff there and the facilities and equipment available for execution of their roles at that level in order to ensure proactive, effective and efficient members.
20. The constituency offices visited included:
 - (i) Office of the Member of Parliament for Nyaribari Masaba – Kisii County;
 - (ii) Office of the County Woman Member of Parliament for Kisii County; and
 - (iii) Office of the Member of Parliament for Kisumu Town Central – Kisumu County.

Site visits to Constituency Offices in Siaya and Vihiga Counties from 14th To 16th February, 2019

21. The constituency offices visited include:
 - a) Office of the Member of Parliament for Gem Constituency – Siaya County;
 - b) Office of the Member of Parliament for Alego-Usonga Constituency – Siaya County;
 - c) Office of the County Woman Member of Parliament for Siaya County Constituency; and
 - d) Office of the Member of Parliament for Luanda Constituency – Vihiga County.

Site visits to Constituency Offices in Uasin-Gishu and Nandi Counties from 25th To 28th April, 2022

22. The constituency offices visited include:
 - (i) Office of the Member of Parliament for Moiben Constituency – Uasin Gishu County;

- (ii) Office of the Member of Parliament for Kesses Constituency – Uasin Gishu County;
- (iii) Office of the County Woman Member of Parliament for Uasin Gishu County;
- and
- (iv) Office of the Member of Parliament for Nandi Hills – Nandi County

3.1.4 Local capacity building workshops

23. In discharge of its mandate, the Committee also undertook the following local workshops:
- i. Induction retreat to develop strategic goals, work plans and to understand the mandate of the Committee between 16th and 19th January, 2018 in Mombasa.
 - ii. Retreat to consider the reports on inspections and study visits before the Committee between 2nd and 5th April, 2018 in Diani.
 - iii. Retreat to understand the working on the Centre for Parliamentary Studies and training as well as to evaluate on the achievements of the Committee between 28th and 31st May, 2018 in Naivasha.
 - iv. Consultations retreat between the Center for Parliamentary Studies and Training on opportunities available in the Institute as well as to consider the Catering fund regulations between 4th – 6th August, 2018 in Kisumu.
 - v. retreat to consider the reports on various capacity building tours undertaken by the Committee between 29th October and 2nd November, 2018 in Mombasa Serena.
 - vi. Consultation retreat with the Director General of the Parliamentary Joint Services regarding to the Implementation Matrix of the House resolution on the Committees report in August, 2018 held between 29th November and 2nd December, 2018.
 - vii. Retreat to receive updates from various departments that extend services to the Members of the National Assembly between 16th – 19th April, 2019 in Mombasa at English Point Marina.
 - viii. Follow-up Retreat on updates by various departmental heads on the services extended to the Members of the National Assembly between 22nd and 26th May, 2019 in Mombasa Serena.

- ix. Retreat to receive submissions from the Director General of the Parliamentary Joint Services with regard to the Constituency Liaison office and the to consider Reports constituency visits to Kisumu, Siaya, Kisii, Vihiga, Nakuru, Nyandarua and Mombasa held between 23rd and 25th June, 2019.

3.2 Inspections within Parliament Buildings

24. The Committee conducted inspection visits within Parliament precincts. The inspection visits focused on all the Parliament Buildings with specific attention to Members' Offices, Internet Facilities, Washrooms, Office Furniture and Fittings, Committee Rooms and how they are equipped, parking bays, grounds and gymnasium among others. The Committee also used the tours to interact with Members of Parliament in a bid to get their views on the facilities accorded to them by the Commission. The Inspection Visits were led by Members of the Committee listed herein below:-
 - i. On 27th March, 2018, a Sub-Committee of the Committee comprising of seven (7) Members led by the Chairperson, Hon. Ezekiel Machogu undertook an inspection visit to the Harambee SACCO Plaza and Protection House.
 - ii. On 27th March, 2018, a Sub-Committee of the Committee comprising of six (6) Members led by the Hon. Samuel Moroto undertook inspection visit to the County Hall Building and the Kenyatta International Convention Centre.
 - iii. On 1st February, 2018 the Committee undertook inspection tour of the Catering Unit in the Main Parliament Buildings.
 - iv. On 20th March, 2018 the Committee undertook inspection tour of the Catering Unit and the Gymnasium in the Continental House.
 - v. On 1st March, 2022 the Committee undertook inspection tour of the Members' Restaurant in the Continental House.
 - vi. On 7th April, 2022 the Committee undertook inspection tour of the Health Club in the New Office Block.

3.3 Committee Reports

25. Out of all these activities undertaken, the Committee came up with twelve reports **(12)** during the period between 2017 to 2022:
- i. Report on the Induction retreat held between 16th and 19th January, 2018 which was considered and forwarded to Liaison Committee.
 - ii. The Report on the Study Visit to the Kingdom of Great Britain and Northern Ireland between 13th to 18th March, 2018 which was adopted and tabled on 24th April, 2018.
 - iii. The Report on the Services and Facilities extended to the Members of the National Assembly which was also adopted and tabled on 24th April, 2018.
 - iv. Report on the Study visit to the Parliament of New Zealand which was undertaken during the first half of the 2nd Session, 2018.
 - v. The Report on the Study Visit to the Parliament of India between 6th and 13th August, 2018 which was adopted and tabled on 4th November, 2018.
 - vi. Report on the Study Visit to the National Assembly of Zambia between 6th and 13th October, 2018 which was undertaken during the second half of the 2nd Session, 2018.
 - vii. The 6th Report on the provision of Services and Facilities to the Members of the National Assembly which was adopted and tabled.
 - viii. The Report of the Select Committee on Members' Services and Facilities on Establishment of a Parliamentary Health Services Unit which was tabled on August 11, 2021 and adopted by the House on 19th May, 2022.
 - ix. The Report of the Committee on Members' Services and Facilities on a Study Visit to the Legislative Assembly of Alberta, Canada undertaken from 14th to 18th October 2019, which was tabled on Tuesday, December 1, 2020.
 - x. The Seventh Report of the Committee on Members' Services and Facilities on a Leadership Seminar held in Kuala Lumpur, Malaysia from 26th to 30th August, 2019, which was tabled on Tuesday, December, 01, 2020.
 - xi. The Eighth Report of the Committee on Members' Services and Facilities on a Study Visit to the Parliament of Turkey from 14th to 20th October, 2019, which was tabled on Tuesday, December, 01, 2020.

- xii. The 9th Report of the Committee on Members' Services and Facilities regarding study visits to the State Legislature in Edmonton, Canada between 14th and 19th October, 2019.

3.3.1 Highlights of some of the Reports tabled

The Fifth Report of the Committee On Members' Services and Facilities on a Study Visit to the National Assembly of Zambia (October 06 - 13, 2018)

26. The Committee made the following observations during the study visit:

- (i) the Government of Zambia has mounted a mausoleum for any sitting or former Head of State and the architecture and design of the building is undertaken with a view to incorporating aspects that reflect the deceased person's, achievements as well as to foster patriotism and national unity among the citizenry;
- (ii) the Parliament of Zambia organizes sporting activities for Members to enhance team building and promoting integration among Members and the communities they represent;
- (iii) the Parliament of Zambia has constructed and runs a motel for the benefit of Members and there are plans to expand its capacity;
- (iv) the Parliament of Zambia provides a grant facility to its Members and permits them to purchase duty free vehicles;
- (v) the Parliament of Zambia has all its infrastructures (buildings) well fitted with disability-friendly ramps and lifts to ease access for Persons Living With Disability;
- (vi) the Parliament of Zambia is planning to install an individualized sitting system to ensure that each Member has the convenience of having a fixed sitting position when attending to matters of the House;
- (vii) there are several investment opportunities that can be undertaken between Kenya and Zambia and as such there was need for support of the Kenyan Mission in Lusaka to create awareness among Kenyans.

27. The Committee made the following recommendations to the National Assembly:

- a) Parliament should enact legislation that will ensure that the former President's legacy are inscribed as a reminder to the generations to come on what they stood for and their achievements.
- b) The Parliamentary Service Commission should consider having the First President's Mausoleums made open to the Public.
- c) The Parliamentary Service Commission should explore options of a Parliamentary Motel similar to the Zambian Motel as a long term activity.
- d) The Parliamentary Service Commission should organize joint sports programs with Parliament of Zambia with a view to promoting the ideals of parliamentary democracy.

The Report of the Select Committee on Members' Services and Facilities on Establishment of a Parliamentary Health Services Unit

Justification of Establishing Health and Wellness

28. The proposal to establish a Health Unit was informed by the gaps identified in practice and when addressed will inform the effective implementation of the PSC Strategic Plan 2019-2030. There is inadequate coordination of health functions due to lack of technical health expertise in wellness, food safety and quality control, sanitation, environment/waste management, health promotion and education/empowerment, vector vermin control/pest control, emergency response during public health events, health risk assessments, among others.

3.4 Stakeholder Engagement

29. The Committee extensively engaged various heads of departments within Parliament. These include: -

- (a) The Committee on Members Welfare of the Parliamentary Service Commission;

- (b) The Clerk of the National Assembly;
- (c) The Executive Director of the Center for parliamentary Studies and Training;
- (d) The Director General of the Joint Parliamentary Services;
- (e) The Members of the National Assembly;
- (f) The Members of the County Assembly of Baringo;
- (g) The Members of the County Assembly of Elgeyo Marakwet;
- (h) The Member of County Assembly of Kiambu;
- (i) Various Directors and Heads of Departments that extend their services to the Members of the National Assembly;
- (j) Parliaments of Canada and Turkey.
- (k) The Health Club Manager; and
- (l) The Chief County/Constituency Liaison Officer.

30. The Committee also conducted field visits to various Constituencies across the Country and visited Facilities within the precincts of Parliament.

3.5 Statements

There were no statements referred to the Committee during the period.

3.6 Questions

There were no questions referred to the Committee.

3.7 Petitions

The Committee did not receive any petition during the period under consideration.

4.0 Committee's Uncompleted, Pending and Lapsed Business

31. The Committee intended to undertake a visit to all the 290 single member Constituency offices as well as the 47 County offices to assess the facilities and services extended to the Members of the extended to the Members of the National Assembly. The Committee however managed to only cover sixteen (16) Constituencies.

5.0 Challenges and Opportunities

32. While executing its mandate, the Committee encountered several challenges which if addressed, would ensure that the successor Committee functions optimally. Some of these challenges include but not limited to:

- (i) Members of the Committee having membership in other Committees thus making it difficult to raise quorum especially when those other committees have extended their Sitting time.
- (ii) Financial Constraints: Inadequate funds available to the Committee made it difficult for the Committee to execute its mandate effectively especially on capacity building visits out of the country.
- (iii) Vast mandate of the Committee to undertake visits to all the 290 single member Constituency offices as well as the 47 County offices to assess the facilities and the services extended to the Members of the National Assembly.
- (iv) Inadequacy of Committee rooms and furniture occasionally led to cancellation of meetings.
- (v) Inability of the PSC to implement the Committee's recommendations in a timely manner for immediate gains.
- (vi) There were very few engagement forums between the Commission and the Committee which led to lack of implementation of the recommendations made by the Committee on improvement of service to Members and staff.

6.0 Recommendations

33. The Committee makes the following recommendations:

- 1) The Parliamentary Service Commission should formulate a policy on recognizing and facilitating parliamentary party groupings/ caucuses/ friendship groups with a view to provide them with meeting places; offices and technical support.
- 2) The Commission should within one year fast-track the proposed establishment of a fully dedicated parliamentary channel. This will create an opportunity for enhancing civic awareness on the mandate of the Members of Parliament.
- 3) The Commission should expand and equip the current library spaces within Parliament to boost research work in Parliament.
- 4) The Commission should fast-track completion of the multi-storey office block in readiness for use by the 13th Parliament and ensure that the Committees Rooms in the multi-Storey Block are well furnished, equipped state – of – the art equipments including audio visuals and designed with ample space and well-aerated and the Chairpersons and Secretariat's Offices located adjacent to the respective Committee Rooms.
- 5) The PSC should within one year establish the Parliamentary Health Service Unit in line with the recommendation of the Committee through the motion approved by the House.
- 6) The Commission should engage Salaries and Remuneration Commission (SRC) with a view to developing a policy guidelines to facilitate Members of Parliament whose constituencies fall below sixty (60) kilometers from Parliament to be entitled to a fixed mileage allowance (reimbursable transport allowance) in discharging their constitutional mandate.
- 7) The Commission should consider enhancing the capacity and personnel establishment of the Constituency/County Liaison Office within Parliament.
- 8) The PSC should equip the county/constituency offices of members with the state of the art ICT equipment including but not limited to, computers,

scanners and internet connectivity in order to enhance the effectiveness of the staff and members in discharge of their mandate.

- 9) The PSC should develop a mechanism that shall ensure the salaries and other emoluments of the staff in the county/constituency offices of members are disbursed in a timely manner in order to not only motivate them but also avoid the unnecessary penalties on staff due to late remittance of statutory deductions like those to the NSSF and NHIF.
- 10) There is need for continuous training and capacity building for staff of constituency offices. The Committee recommends training of staff within three months of reconstituting the 13th Parliament.
- 11) The PSC to develop guidelines for standardized requirements for office space at constituency level. The Committee also recommends enhancement of the Constituencies allocation to enable leasing of better office spaces.
- 12) PSC should set up an Asset Inspection and Disposal Committee to develop modalities of disposing obsolete office equipment so as to free up office space in constituency offices.
- 13) The PSC should shoulder any penalties accrued due to late disbursements of funds to constituencies.
- 14) The PSC should within one year hire on permanent and pensionable terms, the security officers seconded to Parliament from the National Youth Service. This will ensure that the skills gained by these officers are put to use and bridge the gaps that exists in security personnel.

THE HON. CHRISTOPHER ASEKA, MP

CHAIRPERSON, SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

Signature:

Date:

THE NATIONAL ASSEMBLY	
DATE: 08 JUN 2022	DAY:
FILED BY:	
CLERK-AT THE-TABLE:	

ANNEXTURE

1. Matrix of the Legacy Report
2. Minutes of the 9th Sitting
3. Adoption Schedule

Annexure 1: A MATRIX OF THE LEGACY REPORT

ACTIVITY	TARGET	STATUS	INTENDED OUTCOME /IMPACT
1. Improvement of services rendered by the Catering Unit	(1) To have Catering Unit automated	A Catering Information Management System has been installed and now operational.	The automation has reduced complexity, billing errors, delays of compiling and submitting claims to DFA while saving on time and money.
	(2) To have safety and hygienic mechanisms in the Catering Unit	A Public Health Officer has been seconded from the Ministry of Health	A more hygienic and healthier environment.
	(3) To have streamlined operations and management of Catering Fund	<ul style="list-style-type: none"> Regulations for better management of Catering Fund has been developed and are operational. A Catering Fund Committee has been constituted and inaugurated. 	<ul style="list-style-type: none"> Improvement of Service delivery and prudence in the management of the Catering Fund
	(4) To have the PSC address staff shortage in the Catering Unit	The PSC is in the process of conducting promotional interviews to create room at lower level for external recruitment	Enhanced service delivery
	(5) To have PSC enhance the capacity of catering staff	<ul style="list-style-type: none"> A total of 36 staff has been trained - <i>23 Waiters for 2weeks; 13 Cooks for 1 month by Kenya Utalii College between 7th Jan- 1st Feb, 2019.</i> 	<ul style="list-style-type: none"> A motivated staff force in the Catering Unit. Improved Service Delivery

ACTIVITY	TARGET	STATUS	INTENDED OUTCOME /IMPACT
		<ul style="list-style-type: none"> A total of 10 staff will be trained in October 2019 on Change Management, Etiquette and Service Delivery in collaboration with Kenya Institute of Management 	
	(6) To have a variety of menu, food rations and institute messing services at the Catering Unit	Both Ala carte menu at Continental rest & Table d' hote' menu at main parliament have been enhanced to suit member.	A more healthier membership
2. Improvement of the Catering Unit Facilities & Equipment	(7) To have better facilities at the Catering Unit	<ul style="list-style-type: none"> restaurant floor renovated Procurement of equipment ongoing Completed – <i>PSC partnered with East Africa Breweries Limited on refurbishment of the two Bars.</i> Sofa sets were repaired <i>-by the Prisons Department though ongoing</i> 	A comfortable and conducive Catering Unit
3. Improvement of Security and Safety Services	(8) To boost security within Parliament-	<ul style="list-style-type: none"> installation of CCTV system ongoing screening machines, entry barriers have been installed 	A more secure Parliament

ACTIVITY	TARGET	STATUS	INTENDED OUTCOME /IMPACT
		<ul style="list-style-type: none"> • installation of an Integrated Security Management Systems 	
4. Improvement of access to Human Resources Services	(9) To have Members enlightened on their entitlements	<ul style="list-style-type: none"> • Established modalities for tracking Member's Allowances • A HR Manual and Constituency Management handbook being prepared. 	Informed membership
5. Improvement of Building and Maintenance Services	(10) To have the parliamentary Buildings refurbished to provide for a conducive working environment for Members and Staff	<ul style="list-style-type: none"> • Installation of Curtains ongoing in Continental House • Routine maintenance ongoing 	A conducive working environment for Members and Staff
6. Enhancement of ICT facilities available to Members of Parliament	(11) To enhance communication and coordination of activities	Completed	Enhanced communication and coordination between Members, Staff and stakeholders
7. Implementation of the Lactating Mothers' Policy	(12) A Nursing facility has been set up at Red Cross Building	Installed	A conducive environment for Lactating Female Members
8. Improvement of Health Club Facilities and Services	(13) Renovation of the health club to address the serious state of disrepair especially the	<ul style="list-style-type: none"> • Maintenance contract being retendered • The leaking roof and the leakage in 	A healthier and active membership

ACTIVITY	TARGET	STATUS	INTENDED OUTCOME /IMPACT
	leakages occasioned by rains.	the showers has been addressed.	
9. Disposal of Assets	(14) To have the Commission develop an Asset Disposal Policy	<ul style="list-style-type: none"> • Formulation of the Assets Disposal Policy ongoing • <i>Idle assets have been transferred to Imani House for safe keeping pending disposal in accordance with the Disposal Act</i> 	To have a garbage free parliamentary precinct- clean environment
10.Improve services in the Constituency & County Offices	(15) To conduct a site inspection of Constituency & County Offices to understand how the services can be improved	The Committee has sampled Seven Counties and conducted inspection visits within parliament Buildings.	Improve the quality of facilities provided for Members
11.Oversee the improvement of quality of services and facilities extended to Members by key Departments	12.To undertake workshops with service departments such as: Catering Unit; ICT Department; Constituency Liaison Offices; Health Club; Security & Safety Department, Maintenance Department among others to understand how to improve services and address their challenges if any	Held a number of workshops	Improved services to members
13.Enhance the Capacity of	(16) To enhance capacity of	Undertook study visits, developed	Enhanced Capacity Improved services

ACTIVITY	TARGET	STATUS	INTENDED OUTCOME /IMPACT
Committee Members to execute their mandate	Members by benchmarking in jurisdictions with similar practices.	Reports which were considered and adopted by the House and the House resolutions are being implemented	to members
14. ISO Certification	(17) To have the PSC initiate ISO Certification	pending	ISO certificate – enhanced standards in service delivery

MINUTES OF THE NINTH SITTING OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON FRIDAY 3RD JUNE, 2022 IN SERENA HOTEL, MOMBASA COUNTY AT 10.00 AM.

PRESENT

1. The Hon. Christopher Wangaya Aseka, MP. - **Chairperson**
2. The Hon. (Eng). Nzambia Thuddeus Kithua, MP. - **Vice Chairperson**
3. The Hon. Benard Otieno Okoth, MP.
4. The Hon. Charity Kathambi Chepkwony, MP.
5. The Hon. Elisha Odhiambo, MP.
6. The Hon. Walter Owino, M.P
7. The Hon. Samwel Moroto Chumel, MP.

APOLOGIES

- 1 The Hon. Swarup Ranjan Mishra, MP.
- 2 The Hon. Beatrice Nkatha Nyaga, MP.
- 3 The Hon. Kimani Ichung'wah, MP.
- 4 The Hon. Generali Nixon Kiprotich Korir, M.P.
- 5 The Hon. Rigathi Gachagua, MP.
- 6 The Hon. Ezekiel Machogu Ombaki, MP.
- 7 The Hon. Rehema Hassan, MP.
- 8 The Hon. Generali Nixon Kiprotich Korir, M.P.

IN ATTENDANCE

COMMITTEE SECRETARIAT

1. Ms. Wanjiru Mwaura - Principal Clerk Assistant II
2. Ms. Sylvia Ocharo-Mutabari - Hansard Reporter III/Committee Clerk
3. Ms. Zainab Wario - Serjeant At Arms

AGENDA

1. Prayers
2. Preliminaries/Introductions/Communication from the Chair
3. Confirmation of the previous minutes
4. Any Other Business
5. Adjournment/ Date of the next meeting

MIN. NO. NA/SC-MSF/2022/039: PRELIMINARIES

The meeting was called to order at 10.05 am and commenced with word of prayer.

MIN. NO. NA/SC-MSF/2022/040: CONFIRMATION OF THE MINUTES OF THE PREVIOUS SITTING

Confirmation of the minutes of the previous sitting were deferred to a later date.

MIN. NO. NA/SC-MSF/2022/041: CONSIDERATION AND ADOPTION OF REPORT OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES ON INSPECTION VISIT TO CONSTITUENCY/COUNTY OFFICES IN UASIN GISHU AND NANDI COUNTIES FROM 25TH TO 28TH APRIL 2022

Members were taken through the Report on Inspection Visit to Constituency/County Offices in Uasin Gishu and Nandi Counties by the secretariat. The Members deliberated on the Report and adopted it. It was proposed and seconded by Hon. (Eng). Nzambia Thuddeus Kithua, MP and Hon. Benard Okoth, MP respectively.

MIN. NO. NA/SC-MSF/2022/042: CONSIDERATION AND ADOPTION OF LEGACY REPORT FOR THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES FOR 12TH PARLIAMENT (2017-2022).

Members were taken through the Legacy Report by the secretariat. The Members deliberated on the Report and adopted it. It was proposed and seconded by Hon. Samwel Moroto Chumel, MP and Hon. Benard Okoth, MP respectively.

MIN. NO. NA/SC-MSF/2022/043: ANY OTHER BUSINESS

The Committee proposed to undertake an inspection visit to the New Office Block on Tuesday June 7, 2022 at 12.00 pm.

MIN. NO. NA/SC-MSF/2022/044: ADJOURNMENT/ DATE OF NEXT MEETING

There being no other business, the meeting was adjourned at One O'clock. The next meeting will be held on notice.

SIGNED.......... DATE.....

**THE HON. CHRISTOPHER WANGAYA ASEKA, MP.
(CHAIRPERSON)**

REPUBLIC OF KENYA



NATIONAL ASSEMBLY
SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES
ADOPTION SCHEDULE

On this **4th day of June 2022**, the Honourable Members of the Select Committee on Members' Services and Facilities do hereby affix their signatures to this **Legacy Report for the 12th Parliament 2017-2022** to affirm their adoption for consideration by the House-

	MEMBER	SIGNATURE
1.	The Hon. Christopher Wangaya Aseka, MP- Chairperson	
2.	The Hon. (Eng). Nzambia Thuddeus Kithua, MP- Vice-Chairperson	
3.	The Hon. Ezekiel Machogu Ombaki, M.P.	
4.	The Hon. Kimani Ichung'wah, M.P.	
5.	The Hon. Beatrice Nkatha Nyaga, M.P.	
6.	The Hon. Benard Otieno Okoth, MP	
7.	The Hon. Charity Kathambi Chepkwony, M.P.	
8.	The Hon. Swarup Ranjan Mishra, M.P.	
9.	The Hon. Elisha Odhiambo, MP	
10.	The Hon. Elsie Muhanda, MP	
11.	The Hon. Generali Nixon Kiprotich Korir, M.P.	
12.	The Hon. Rehema Hassan, M.P.	
13.	The Hon. Rigathi Gachagua, M.P.	
14.	The Hon. Samwel Moroto Chumel, M.P.	
15.	The Hon. Walter Owino, MP	

