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THE NATIONAL ASSEMBLY

THIRTEENTH PARLIAMENT –FIFTH SESSION – 2026

THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

REPORT ON

INSPECTION VISITS TO CONSTITUENCY OFFICES IN NAKURU COUNTY

 THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 11 JUN 2026	
DAY: Thurs	
TABLED BY:	Chair Person Hon. Stephen Wachira
CLERK-AT THE-TABLE:	Mado

*The Directorate of Audit, Appropriations
& General Purpose Committees*

National Assembly

Parliament Buildings

NAIROBI

June, 2026

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LIST OF ABBREVIATIONS AND ACRONYMS

NG-CDF	- National Government Constituency Development Fund
CWR	- County Women Representative
KRA	- Kenya Revenue Authority
MSF	- Members' Services and Facilities
NA	- National Assembly
NHIF	- National Health Insurance Fund
SHIF	- Social Health Insurance Fund
NSSF	- National Social Security Fund
PSC	- Parliamentary Service Commission
F/Y	- Financial Year

CHAIRPERSON'S FOREWORD

The Parliamentary Service Commission is established under Article 127 of the Constitution of Kenya (2010). The Article mandates the Commission to provide services and facilities to ensure the efficient and effective functioning of Parliament. Further, Article 127 (6) (e) confers on the Commission the duty to carry out activities that are necessary for the well-being of the Members of Parliament both in their Nairobi and constituency offices.

The National Assembly Standing Order 212B established the Committee on Members' Services and Facilities, which is one of the sessional Committees of the House, responsible for receiving and considering the views of Members on the services and facilities provided for their benefit and well-being. The Committee is also mandated to advise and report on all matters relating to the services and facilities provided for Members.

The Committee undertook inspection visits to selected constituency offices in Nakuru County between 19th May, 2025 and 23rd May, 2025. The objective of the visit was to assess the quality of services and facilities provided by the Commission to serving Members of Parliament and their constituents.

The Committee observed that the emoluments of staff working at the Constituency offices had not been enhanced, and there was no annual salary increment. The Committee also observed that staff at the constituency offices lacked the requisite trainings to enhance their skills and competencies.

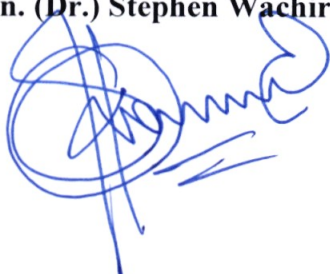
The Committee recommends that the emoluments of staff working at the Constituency offices should be enhanced by the Parliamentary Service Commission (PSC) to cushion the staff from the ever-escalating cost of living and to motivate them adequately.

The Committee also recommends that PSC, through the Centre for Parliamentary Studies and Training, should organize for seminars and workshops and develop a curriculum for continuous training and capacity building for all staff of the constituency offices of Members.

I would like to thank all Members of the Committee for their contributions and input during the deliberations and writing of this report. The Committee also wishes to thank the offices of the Speaker and the Clerk of the National Assembly for the logistical support provided during the inspection visits.

It is now my pleasant duty and privilege, on behalf of the Committee on Members' Services and Facilities, to present this report to the House, pursuant to Standing Order 199, for consideration.

The Hon. (Dr.) Stephen Wachira Karani, CBS, MP



1.0 PREFACE

1.1 Committee Mandate

- 1) Article 127 (6) of the Constitution of Kenya mandates the Parliamentary Service Commission to, among others, provide services and facilities to ensure efficient and effective functioning of Parliament. Further, Article 124 of the Constitution empowers Parliament to establish committees.
- 2) The Committee on Members' Services and Facilities is established under Standing Order 212B and is responsible for -
 - (i) Receiving and considering views of Members on the services and facilities provided for their benefit and well-being; and
 - (ii) Advising and reporting on all matters connected to the services and facilities provided for Members.
- 3) In this regard, the oversight role over facilities for use by Members and staff of the National Assembly are within the mandate of the Committee.
- 4) The Committee is therefore a formal forum through which the Members of the National Assembly channel their views regarding their welfare to the Commission. The Committee executes its mandate through: -
 - (i) Benchmarking visits to other jurisdictions to establish new ideas and practices;
 - (ii) Undertaking inspection visits to the Constituency and County offices for Members;
 - (iii) Direct contact with Members of Parliament to receive their concerns and complaints.

1.2 Committee Membership

5) The Committee on Members' Services and Facilities comprises the following Members: -

Chairperson

Hon. (Dr.) Stephen Wachira Karani, CBS, MP

Laikipia West Constituency

United Democratic Alliance

Vice Chairperson

Hon. Robert Ngui Basil, MP

Yatta Constituency

Wiper Democratic Movement

Members

Hon. Aramat Lemanken, CBS, MP

Narok East Constituency

United Democratic Alliance

Hon. Brighton Leonard Yegon, CBS, MP

Konoin Constituency

United Democratic Alliance

Hon. Elisha Ochieng' Odhiambo, MP

Gem Constituency

Orange Democratic Movement

Hon. Elsie Busihile Muhanda, MP

Kakamega County Women Representative

Orange Democratic Movement

Hon. Feisal Bader Salim, MP

Msambweni Constituency

United Democratic Alliance

Hon. John Gitonga Mukunji, MP

Manyatta Constituency

United Democratic Alliance

Hon. Jayne Kihara Njeri, MP

Naivasha Constituency

United Democratic Alliance

Hon. Jerusha Momanyi Mongina, MP

Nyamira County Women Representative

Jubilee Party

Hon. Paul Odalo Abuor, MP

Rongo Constituency

Orange Democratic Movement

Hon. Augustine Kamande Mwafrika, MP

Roysambu Constituency

United Democratic Alliance

Hon. George Gachagua, MP

Ndaragwa Constituency

United Democratic Alliance

Hon. Peter Kalerwa Salasya, MP

Mumias East Constituency

Democratic Action Party-Kenya

Hon. Ruth Adhiambo Odinga, MP

Kisumu County Women Representative

Orange Democratic Movement

1.3 Committee Secretariat

6) The following secretariat supports the Committee in executing its mandate -

Mr. Abdirahman G. Hassan

Clerk Assistant I / Head of Secretariat

Mr. Morintat Letaya

Clerk Assistant III

Ms. Nancy Chepkemai

Legal Counsel II

Mr. Winnie Kizia

Media Relations Officer

Ms. Esther Mbatha

Public Communications Assistant

Mr. Rahab Chepkilim

Audio Officer

Ms. Yasmin Hassan

Assistant Sergeant-at-Arms

Mr. Edwin Gichane

Research Officer III

2.0 BACKGROUND

- 7) The Parliamentary Service Commission is one of the constitutional commissions established under Article 127 of the Constitution of Kenya, and it is responsible for providing services and facilities to ensure the effective and efficient operation of Parliament and other functions necessary for the well-being of its members and staff.
- 8) The Commission offers a range of services to its Members, including medical, insurance, security, and library and information services.
- 9) The National Assembly Standing Order 212B establishes the Committee on Members' Services and Facilities that is mandated to receive and consider views of Members of the National Assembly on the services and facilities extended to them by the Commission for their benefit and well-being. The Committee is also mandated to advise and report on all matters relating to the services and facilities provided for Members. The Committee, therefore, serves as the forum through which Members of the National Assembly channel their views and concerns regarding the welfare provided by the Commission.
- 10) The Committee oversees the facilities available to Members, including but not limited to Parliament buildings, the health club at Parliament, the constituency and county offices for Members of the National Assembly, and the quality of catering services in Parliament. It works proactively to ensure upcoming buildings cater for Members' needs and meet their expectations.
- 11) The Committee also ensures that the emoluments of Members of Parliament and staff, both in the Nairobi and constituency offices, are processed on time.
- 12) Pursuant to its mandate, the Committee undertook inspection visits to selected constituency offices in Nakuru County. The objective of the inspection visits was to: -
 - (i) Collect views and assess the quality of services & facilities and status of office infrastructure;
 - (ii) Assess the status of constituency/county staff salaries disbursement by the Parliamentary Service Commission and adherence to statutory remittances;
 - (iii) Provide an opportunity for the staff to apprise the Committee on challenges they experience while executing their roles; and
 - (iv) Identify possible solutions that the Commission should provide for effective and efficient service delivery by Members.
- 13) The Constituency offices visited include: -
 - i) Office of the Member of Parliament for Rongai Constituency

- ii) Office of the Member of Parliament for Njoro Constituency
- iii) Office of the Member of Parliament for Nakuru Town West Constituency
- iv) Office of the Member of Parliament for Nakuru Town East Constituency
- v) Office of the Nakuru County Woman Member of Parliament
- vi) Office of the Member of Parliament for Bahati Constituency
- vii) Office of the Member of Parliament for Gilgil Constituency
- viii) Office of the Member of Parliament for Naivasha Constituency.

3.0 INSPECTION VISIT TO CONSTITUENCY OFFICES IN NAKURU COUNTY

- 14) The Committee conducted an inspection visit to constituency offices in Nakuru County from Monday, 19th May, 2025 to Friday, 23rd May, 2025.
- 15) The Committee commenced the inspection visits at the office of the Member of Parliament for Rongai Constituency and thereafter visited the constituency offices of the Members of Parliament for Njoro, Nakuru Town West, Nakuru Town East, Bahati, Gilgil, Naivasha and the office of the Nakuru County Women Representative.

3.1 Rongai Constituency

- 16) The Committee visited the office of the Member of Parliament for Rongai Constituency, Hon. Paul Kibet Chebor, MP on Tuesday, 20th May, 2025 at 9:30 a.m. The following officers were present during the meeting: -
- | | | | |
|-----|---------------------|---|-----------------------------|
| (1) | Mr. Moses Korir | – | Constituency Office Manager |
| (2) | Ms. Dorothy Aswan | – | Assistant Liaison Officer |
| (3) | Mr. Felix Chepkwony | – | Assistant Liaison Officer |
| (4) | Mr. Peter Kimani | – | Assistant Liaison Officer |
| (5) | Mr. Simon Hodari | – | Security Officer |
- 17) The Chairperson briefed the Constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the constituency office staff to brief the delegation on the staff, facilities and challenges at the office.
- 18) The Constituency Office Manager, Mr. Moses Korir, thanked the delegation for the visit and informed the Committee of the following: -
- (i) The office had a staff establishment of fourteen (14) employees across the five (5) Wards and one Sub-County in the constituency. The Manager requested for recruitment of additional staff due to the vastness of the constituency.

- (ii) The office staff received salaries between 1st and 5th of every month. The timely disbursement of salaries enabled the office to remit all the statutory deductions within the required timeframe.
- (iii) The officers requested training and exchange programmes with other constituencies to enhance their skills and competencies and improve service delivery.
- (iv) There was no salary increment since 2020 hence the officers requested for an increase in salaries and operations funds to reflect their workload and the rising cost of living.
- (v) The office Manager further requested for staff uniforms or badges for identification of the constituency office staff. The Manager also requested for a vehicle to support constituency office operations.
- (vi) Additionally, the officers requested for enhancement of the Social Health Insurance Fund (SHIF) commensurate to their contributions and the cost of treatment. The officers lamented that the social health insurance scheme does not cover outpatient services.

Conclusion

- (i) The Constituency offices are allocated Ksh. 811,000 per month for salaries, regardless of the population or the geographical size. The number of staff to employ and their remuneration are at the discretion of the employer, the Member of Parliament.
- (ii) Salary increment was factored in the Budget Estimates for the Financial Year (F/Y) 2024/2025, but implementation was hampered by the reorganization of the budget following the rejection of the Finance Bill, 2024.
- (iii) The Committee noted that the Personal Assistant to the Member of Parliament and the Constituency Office Manager undertook inductions and training, and not the entire constituency office staff.
- (iv) The Committee resolved to engage the Parliamentary Service Commission (PSC), the Centre for Parliamentary Studies & Training (CPST), and the Constituency Liaison Office to provide relevant training for the constituency office staff.
- (v) The Committee directed the Manager to utilize the quarterly office operations funds and provide the constituency office staff with either uniforms or badges for identification.
- (vi) The Committee urged the Office Manager to liaise with the area Member of Parliament to secure a vehicle to enhance office operations.

3.2 Njoro Constituency

19) The Committee visited the office of the Member of Parliament for Njoro Constituency, Hon. Charity Kathambi Chepkwony, MP, on Tuesday, 20th May, 2025 at 11:30 a.m. The following officers were present during the meeting: -

- | | | |
|---------------------|---|-----------------------------|
| (1) Mr. John Njihia | – | Constituency Office Manager |
| (2) Mr. Moses Kamau | – | Liaison Officer |

(3) Ms. Veronica Tesoi	–	Assistant Liaison Officer
(4) Ms. Lucy W. Njogu	–	Ward Coordinator
(5) Mr. Jones Kiprotich	–	Communications Director
(6) Mr. Vincent Ombayo	–	ICT Officer
(7) Mr. Gachui Rengeura	–	Photojournalist

20) The Chairperson briefed the Constituency staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the Constituency Office Manager to brief the delegation on the staff, facilities and challenges at the office.

21) The Constituency Office Manager, Mr. John Njihia, informed the Committee of the following:

- (i) The office had a staff establishment of forty-two (42) employees covering the six (6) wards in the constituency.
- (ii) The Manager appreciated the timely and monthly disbursement of salaries for the constituency office staff, compared to the previous quarterly payments.
- (iii) The Manager requested an increase in allocations for salaries and office operations to employ additional staff to adequately cover the vast constituency and counter the rising cost of living.
- (iv) The Office Manager confirmed that all statutory deductions were remitted on time and the constituency office was compliant with the legal and regulatory obligations.
- (v) The Manager also requested training for the constituency office staff to enhance their skills and improve service delivery.

Conclusion

- (i) The Committee commended the staff for their warm reception and noted that the office had a spacious boardroom with well-maintained furniture.
- (ii) The Committee informed the officers that salary increments were factored into the Budget Estimates for the 2024/2025 Financial Year (F/Y), which was reorganized after the rejection of the Finance Bill, 2024.
- (iii) The Committee undertook to follow up with the Parliamentary Service Commission to propose an increase in the salary and office operations funds for the constituency office in the 2025/2026 Financial Year. The Committee echoed the importance of enhancing staff welfare to improve service delivery to constituents.
- (iv) The Committee resolved to engage the CPST and the Constituency Liaison Office to initiate relevant capacity-building programs and trainings for the constituency office staff.

3.3 Nakuru Town West Constituency

22) The Committee visited the office of the Member of Parliament for Nakuru Town West Constituency, Hon. Samuel Arama, MP, on Tuesday, 20th May, 2025 at 2:00 p.m. The following officers were present during the meeting: -

(1) Mr. Joshua Onduko	–	Constituency Office Manager
(2) Mr. Mohamed Hamisi	–	Deputy Constituency Office Manager
(3) Mr. John K. Koech	–	Personal Assistant to the Member
(4) Mr. Philip Maduya	–	Coordinator
(5) Mr. Douglas Nyandika	–	Accounts Clerk
(6) Ms. Janet Kireru	–	Secretary
(7) Ms. Vane Kemunto	–	Office Messenger

23) The Chairperson briefed the Constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the constituency office staff to brief the delegation on the staff, facilities and challenges at the office.

24) The Constituency Office Manager, Mr. Joshua Onduko, informed the Committee of the following: -

- (i) The office had a staff establishment of eleven (11) employees covering the six (6) Wards in the Constituency.
- (ii) The Manager commended the Parliamentary Service Commission (PSC) for the timely and monthly disbursement of salaries, and appreciated the Constituency Liaison Office for their cooperation during the filing of returns and efficiency in processing of funds for office operations.
- (iii) The Constituency Office Manager stated that there had been no salary increment since 2020. The officers requested an increase in their salaries to cover the increased statutory deductions and the rising cost of living.
- (iv) The Office Manager confirmed that all the statutory deductions were remitted on time in compliance with the legal requirements.
- (v) The Manager requested capacity-building programs and relevant trainings for the constituency office staff in order to build their capacity and improve service delivery.
- (vi) The Constituency Office Manager lamented that the service gratuity payable to the officers at the end of their contracts was subject to taxation.
- (vii) The officers decried that the social health insurance scheme covers only inpatient services and hardly access outpatient services under the current coverage.

Committee Observations

- (i) The Committee observed that the office had enough quality furniture with a spacious boardroom.

- (ii) The Committee also observed that service payments were intended to compensate employees for the years of service upon termination of employment hence the need for policy measures to exempt gratuity payments from taxation.
- (iii) The Committee informed the officers that salary increment was factored in the 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024. The Committee would follow up with PSC to increase salaries and funds for constituency office operations.
- (iv) The Committee resolved to engage the Constituency Liaison Office and the Centre for Parliamentary Studies & Training to initiate relevant capacity-building and training programs for the constituency office staff.

3.4 Nakuru County Woman Member of Parliament

25) The Committee visited the office of the Nakuru County Woman Member of Parliament, Hon. Liza Chelule, MP, on Wednesday, 21st May, 2025 at 9:30 a.m. The following officers were present during the meeting: -

- | | | |
|---------------------------------|---|------------------|
| (1) Mr. Kiplangat Peter Mosonik | – | Office Manager |
| (2) Mr. Douglas Rotich Kipkemoi | – | Coordinator |
| (3) Mr. Stephen Murugami | – | Photographer |
| (4) Ms. Winnie Chepngenon | – | Office Assistant |

26) The Chairperson briefed the Constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the County Office Manager to brief the delegation on the staff, facilities and challenges at the office.

27) The Office Manager, Mr. Kiplangat Peter Mosonik, informed the Committee of the following: -

- (i) The office had a staff of 28 employees covering the 11 constituencies and the County's 55 Wards. The Manager requested for an increase in the salary allocation to enable them employ more staff.
- (ii) The County Office Manager confirmed that the office files the monthly returns on time and appreciated the timely disbursement of salaries by the Parliamentary Service Commission.
- (iii) There was no salary increments since 2020 - The officers requested salary increment to reflect their workload, the cost of living and the increased statutory deductions.
- (iv) The office staff requested capacity-building programs and relevant training to enhance their understanding of their duties and improve service delivery.
- (v) The Manager stated that while the social health insurance scheme was effective for inpatient services, it was not operational for outpatient services.

- (vi) The Manager further informed the Committee that some constituency office staff did not receive their leave allowances for the 2024/2025 Financial Year, despite having submitted the necessary documents to the Constituency Liaison Office.

Committee Observations

- (i) The Committee observed that the office was located on the 1st floor of a church building and shared a floor with other tenants, which was not conducive. This posed accessibility challenges for the elderly, and the building lacked a ramp for persons living with disability. The County office further lacked office furniture and equipment, and had no boardroom.
- (ii) The Committee advised the County Office Manager to utilize the allocations for rent and office operations funds and relocate the office to a more accessible and conducive space.
- (iii) The Committee informed the officers that salary increments was factored into the 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024. The Committee would follow up with PSC in order to increase salaries and funds for office operations for the County office staff.
- (iv) The Committee resolved to engage the Constituency Liaison Office and the Centre for Parliamentary Studies and Training (CPST) to initiate relevant capacity-building and training programs for the County office staff.

3.5 Nakuru Town East Constituency

28) The Committee visited the office of the Member of Parliament for Nakuru Town East Constituency, Hon. David Gikaria, CBS, MP, on Wednesday, 21st May, 2025 at 11:30 a.m.

The following officers were present during the meeting: -

- | | | |
|------------------------------|---|-----------------------------|
| (1) Mr. Naftali Nyambegera | – | Constituency Office Manager |
| (2) Mr. Francis Macharia | – | Assistant Office Manager |
| (3) Ms. Anyango Faith | – | Youth Coordinator |
| (4) Mr. Collins O. Omondi | – | Sports Coordinator |
| (5) Mr. James Kariuki Njeru | – | Ward Coordinator |
| (6) Mr. Benson Chege Wanjiru | – | Ward Coordinator |
| (7) Mr. Emmanuel W. Nasong'o | – | Ward Coordinator |
| (8) Mr. Michael Kuria | – | Ward Coordinator |
| (9) Mr. John Njenga Mwangi | – | Ward Coordinator |

29) The Chairperson briefed the office staff on the Committee's mandate as stipulated under Standing Order, and outlined the objective of the inspection visit. He then invited the constituency office staff to brief the delegation on the staff, facilities and challenges at the office.

30) The Office Manager, Mr. Naftali Nyambegeera, informed the Committee of the following: -

- (i) The Constituency office had a staff establishment of thirty-two (32) employees serving five (5) wards and one (1) sub-county. The staff appreciated the timely and monthly disbursement of salaries by the Parliamentary Service Commission.
- (ii) The officers reported that there was no salary increment since 2020. The officers requested a salary increment to help them cope with the rising cost of living. They also requested for PSC to introduce a house and commuter allowance for the constituency office staff.
- (iii) The office had NSSF historical liabilities of Ksh. 2.1 million, which attracted penalties. The Constituency Office Manager requested for waivers and the matter was before the courts.
- (iv) The staff lamented that the social health insurance scheme was effective for inpatient services, but the outpatient component was inadequate and posed challenges.
- (v) The officers requested benchmarking visits with other constituency offices and training to help them better understand their roles and improve their skills.
- (vi) The Constituency Office Manager lamented that the service gratuity payable to officers at the end of their contracts were taxed. The Manager requested that such benefits should be tax-exempt in recognition of the service and sacrifice of Kenyan workers and retirees.
- (vii) The Manager also lamented that the officers had not received their leave allowances for the Financial Year 2024/2025. The Constituency Liaison Office stated that the delayed processing of the leave allowances was occasioned by delays in clearing the staff who had left service.

Committee Observations

- (i) The Committee observed that the office was well furnished, and had computers which will enhance digital transformation, improve service delivery and boost overall operational efficiency.
- (ii) The Committee also observed that service payments that were intended to compensate employees for the years of service upon termination of employment was taxed, and there was need for policy measures to exempt gratuity payments from taxation.
- (iii) The Committee also informed the officers that salary increments was factored in the 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024. The Committee would follow up with PSC so as to proposed an increase in salaries and funds for the constituency office operations.
- (iv) The Committee directed the Constituency Liaison Office to liaise with relevant institutions for benchmarking visits and training for the constituency office staff.

- (v) The Committee further directed the Constituency Liaison Office to follow up and process all pending leave and gratuity allowances for the constituency office staff in the next schedule of disbursements, before the end of the 2025/2026 Financial Year.

3.6 Bahati Constituency

31) The Committee visited the office of the Member of Parliament for Bahati Constituency, Hon. Irene Njoki Mrembo, MP, on Wednesday, 21st May, 2025 at 2:30 p.m. The following officers were present during the meeting: -

(1) Mr. Peter N. Mburu	–	Constituency Office Manager
(2) Mr. John Maina Waweru	–	Ward Coordinator
(3) Ms. Mariam Kangui Gikundi	–	Ward Coordinator
(4) Ms. Miriam Waithira Mwangi	–	Ward Coordinator
(5) Mr. Samuel Mwangi	–	Coordinator
(6) Mr. John Njoroge Wanjiku	–	Communication Officer
(7) Ms. Mary Wanjera	–	Office Assistant

32) The Chairperson briefed the Constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. He then invited the constituency office staff to brief the delegation on the staff, facilities and challenges at the office.

33) The Constituency Office Manager, Mr. Peter Njoroge Mburu, informed the Committee of the following: -

- (i) The office had a staff establishment of twelve (12) employees drawn from the five (5) wards in the Constituency.
- (ii) The Constituency is vast; therefore, people in the farthest end of the constituency face challenges reaching the constituency office.
- (iii) The officers requested assistance with transport allowance and airtime as they traverse the vast Constituency.
- (iv) The officers appreciated the Parliamentary Service Commission's timely and monthly disbursement of salaries compared to the previous quarterly payments.
- (v) The officers lamented that there had been no salary increment since 2020. The officers requested a salary increase to mitigate higher statutory deductions and the cost of living.
- (vi) The officers also requested for payment of operations funds on monthly basis instead of quarterly basis.
- (vii) The Manager requested an enhancement to the medical scheme for the constituency office staff so they could benefit fully from the cover, just like their counterparts in the civil service.

- (viii) The officers also requested that a vehicle be provided to ease movement within the constituency and enhance office operations.
- (ix) On the affordable housing project, the officers stated that a one-bedroom house in Bahati Constituency cost approximately Ksh. 1,400,000, and that it was difficult for the office staff to raise the mandatory 10% deposit in order to acquire a house under the current arrangement.

Committee Observations

- (i) The Committee observed that the constituency office had enough furniture with a spacious boardroom.
- (ii) The Committee advised the Manager to liaise with the Member of Parliament and to consider establishing satellite offices in each ward, using office operations funds to reach out to the constituents properly.
- (iii) The Committee urged the Office Manager to hire a vehicle using office operations funds under the transport vote head or liaise with NG-CDF office to enhance operations within the constituency.
- (iv) The Committee would follow up with the Parliamentary Service Commission to increase salaries and funding for office operations at the constituency office.

3.7. Gilgil Constituency

34) The Committee visited the office of the Member of Parliament for Gilgil Constituency, Hon. Martha Wangari, CBS, MP, on Thursday, 22nd May, 2025 at 10:00 a.m. The following officers were present during the meeting:

- | | | |
|--------------------------------|---|-----------------------------|
| (1) Mr. John Mungora Mwangi | – | Constituency Office Manager |
| (2) Mr. Pius K. Ndungu | – | Coordinator |
| (3) Mr. Henry Muthigani Mbatia | – | Communications Officer |
| (4) Mr. Daniel Njoroge | – | Office Administrator |
| (5) Mr. Peter Mwangi Kimotho | – | Clerical Officer |
| (6) Mr. George Kimani | – | Clerical Officer |

35) The Chairperson briefed the Constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. He then invited the constituency office staff to brief the delegation on the staff, facilities and challenges at the office.

36) The Constituency Office Manager, Mr. John Mungora Mwangi, informed the Committee of the following: -

- (i) The office had a staff establishment of nine (9) employees drawn from the five (5) Wards in the Constituency.

- (ii) The officers appreciated the Parliamentary Service Commission's timely and monthly disbursement of salaries compared to the previous quarterly payments.
- (iii) The officers lamented that there had been no salary increments since 2020. The officers requested for salary increment to cover the increased statutory deductions and the rising cost of living.
- (iv) The officers requested capacity-building and training programs to enhance their capacity and improve service delivery.
- (v) The officers also requested that a vehicle be provided to ease movement within the constituency and enhance office operations.
- (vi) The Manager stated that the social health insurance scheme covers only inpatient services and officers rarely access outpatient services under the current scheme.
- (vii) The staff informed the Committee that their contracts were limited to five (5) years and that loans were offered in accordance with the employment contracts. The officers, therefore, requested that they be provided with payroll numbers and payslips to facilitate access to loans from banks and sacco.
- (viii) The officers further requested inter-constituency games to allow them to interact with and learn from staff in other constituencies.
- (ix) Regarding the affordable housing project, the officers stated that a one-bedroom house in Nakuru Town costs approximately Ksh. 1,400,000, and it was difficult for the constituency office staff to raise the mandatory 10% deposit in order to acquire a house under the current affordable housing scheme.

Committee Observations

- (i) The Committee observed that the office had enough quality furniture with a spacious boardroom.
- (ii) The Committee noted that only Personal Assistant to the Member of Parliament and the Office Manager undertake induction and training, and not the entire constituency office staff.
- (iii) The Committee urged the Office Manager to hire a vehicle using office operations funds under the transport vote head to enhance operations within the constituency.
- (iv) The Committee would follow up with the Parliamentary Service Commission to increase salaries for the constituency office staff.
- (v) The Committee advised the Constituency Office Manager to generate payslips and allocate payroll numbers to the constituency office staff to ease access to loan services.

3.8. Naivasha Constituency

37) The Committee visited the office of the Member of Parliament for Naivasha Constituency, Hon. Jayne W. N. Kihara, MP, who is also a Member of the Committee, on Thursday, 22nd May, 2025 at 2:30 p.m. The following officers were present during the meeting: -

(1) Mr. Charles M. Wairegi	–	Constituency Office Manager
(2) Ms. Purity Wamahiu	–	Coordinator
(3) Mr. Benson Muriuki	–	Procurement Officer
(4) Ms. Damaris Kariuki	–	Secretary
(5) Ms. Jacinta Mwihi	–	Office Assistant
(6) Mr. Alexander Gatheru	–	Security
(7) Mr. Daniel Wegene	–	Security

38) The Chairperson briefed the Constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. He then invited the constituency office staff to brief the delegation on the staff, facilities and challenges at the office.

39) The Constituency Office Manager, Mr. Charles M. Wairegi, informed the Committee of the following: -

- (i) The office had a staff establishment of ten (10) employees drawn from the eight (8) Wards in the Constituency.
- (ii) The Constituency Office Manager appreciated the Parliamentary Service Commission's timely and monthly salary payments, compared to the previous quarterly payments.
- (iii) The office had no challenges with remittance of statutory deductions and was issued with KRA and NSSF compliance certificates.
- (iv) The officers lamented that there had been no salary increments since 2020. The officers requested salary increment to cover the increased statutory deductions and the rising cost of living.
- (v) The officers also requested an increase in the allocations for operations fund considering the vastness of the Constituency.
- (vi) The Manager requested training for the constituency office staff on parliamentary procedures, bills and public participation processes, considering that the officers are the ones that sensitize the constituents on behalf of the Member of Parliament.
- (vii) The Manager stated that the social health insurance scheme covers only inpatient services, and officers rarely access outpatient services under the current scheme.
- (viii) The Manager expressed concern regarding the delays in the disbursement of gratuity payments to constituency office staff who have exited the service.
- (ix) The officers further requested inter-constituency sports to interact with and learn from staff in other constituencies and to appreciate diverse cultures.

Committee Observations

- (i) The Committee observed that the rented office on the first floor of a building was not conducive, as it posed accessibility challenges for the elderly and lacked a ramp for persons living with disabilities. The constituency office also had no boardroom.

- (ii) The Committee also observed that all constituency offices were allocated an equal amount for salaries of Ksh. 811,000 per month regardless of the geographical size or population. The number of staff employed was at the discretion of the Member of Parliament.
- (iii) The Committee noted that only Personal Assistant to the Member of Parliament and Office Manager undertake induction and trainings and not the entire constituency office staff.
- (iv) The Committee resolved to engage the Centre for Parliamentary Studies and Training and the Constituency Liaison Office to initiate relevant capacity-building and training for constituency office staff.
- (v) The Committee would follow up with the Parliamentary Service Commission to increase salaries and operational funds for the constituency office.
- (vi) The Committee directed the Constituency Liaison Office to ensure payment of gratuity for staff who exited the service by the end of the 2025/2026 Financial Year.

4.0 COMMITTEE GENERAL OBSERVATIONS

40) The Committee made the following observations:

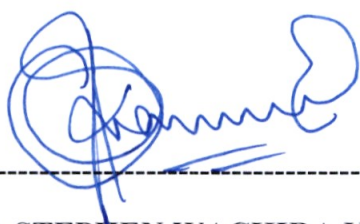
- (i) The Parliamentary Service Commission's allocation for office rent to constituency offices was last reviewed in July 2015. The current rates no longer appear to align with prevailing market conditions and may not be sufficient to secure suitable office space;
- (ii) Emoluments for constituency office staff have not been reviewed since 2020. The introduction of the Housing Levy and Social Health Insurance Fund deductions, coupled with the rising cost of living, has impacted the real value of staff remuneration.
- (iii) Opportunities for professional development among constituency office staff remain limited. At present, capacity-building programmes are largely extended to Office Managers and Personal Assistants to Members of Parliament.
- (iv) The Social Health Insurance Fund coverage provided to constituency office staff does not appear commensurate with the level of contributions; and
- (v) Operations funds for constituency offices are released on a quarterly basis. The Committee notes that a more frequent disbursement cycle may better support the timely execution of planned activities and routine office operations.

5.0 COMMITTEE RECOMMENDATIONS

41) The Committee makes the following recommendations:

- (i) The Parliamentary Service Commission, through the Constituency Liaison Office, consider reviewing rent allocations for constituency offices to reflect current market rates and facilitate access to appropriate office space.

- (ii) The Parliamentary Service Commission consider enhancing emoluments for constituency office staff, in order to mitigate the impact of the rising cost of living, the Housing Levy, and Social Health Insurance Fund deductions, and to support staff welfare and morale.
- (iii) The Parliamentary Service Commission, through the Centre for Parliamentary Studies and Training, explore the establishment of regular training and capacity-building programmes for all constituency office staff, with a view to strengthening skills, competence, and service delivery.
- (iv) The Constituency Liaison Office consider transitioning the disbursement of operations funds from quarterly to monthly, to improve cash flow and enhance operational efficiency at the constituency level.
- (v) The Parliamentary Service Commission, through the Constituency Liaison Office, engage the Social Health Authority to explore options for enhancing medical coverage for constituency office staff, with a view to ensuring benefits commensurate with contributions, including access to outpatient services.

SIGNATURE:  DATE: 11/08/2026

THE HON. (DR.) STEPHEN WACHIRA KARANI, CBS, MP

CHAIRPERSON

COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

MINUTES OF THE 6TH SITTING OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON THURSDAY, 30TH APRIL, 2026 IN COMMITTEE ROOM 12, 2ND FLOOR, BUNGE TOWER AT 12:00 P.M.

PRESENT

1. Hon. Robert Basil, MP - Vice Chairperson
2. Hon. Aramat Lemanken, CBS, MP
3. Hon. Elisha Ochieng Odhiambo, MP
4. Hon. Brighton Leonard Yegon, CBS, MP
5. Hon. Jayne Kihara, MP
6. Hon. Jerusha Momanyi Mongina, MP
7. Hon. Feisal Bader Salim, MP
8. Hon. Augustine Kamande Mwafrika, MP ✓
9. Hon. George Gachagua, MP

APOLOGIES

1. Hon. (Dr.) Stephen Wachira Karani, CBS, MP - Chairperson
2. Hon. Ruth Adhiambo Odinga, MP
3. Hon. Elsie Busihile Muhanda, MP
4. Hon. Paul Abur, MP
5. Hon. Peter Kalerwa Salasya, MP
6. Hon. Teresia Wanjiru Mwangi, MP

IN ATTENDANCE

COMMITTEE SECRETARIAT

- | | |
|--------------------------|-------------------------|
| 1. Mr. Abdirahman Hassan | Clerk Assistant I |
| 2. Ms. Nancy Chepkemai | Legal Counsel II |
| 3. Mr. Edwin Gichane | Research Officer III |
| 4. Ms. Winnie Kizia | Media Relations Officer |
| 5. Ms. Rahab Chepkilim | Audio Officer |

MIN NO.NA/DAA&GPC/CMSF/2026/028

PRELIMINARIES

The Vice-Chairperson called the meeting to order at sixteen minutes past twelve (12:16 p.m.) and said a word of prayer. Introductions were made thereafter.

MIN NO.NA/DAA&GPC/CMSF/2026/029

ADOPTION OF THE AGENDA

The agenda for the meeting was adopted having been proposed by Hon. Jayne Kihara, MP and seconded by the Hon. Teresia Wanjiru Mwangi, MP, as follows: -

AGENDA

1. Prayers
2. Preliminaries
 - i. Introductions
 - ii. Adoption of the Agenda
 - iii. Confirmation of Minutes
 - iv. Matters Arising
3. **Adoption of the report on inspection visits to constituency offices in Nakuru County**
4. Any other Business
5. Adjournment

MIN.NO.NA/DAA&GPC/CMSF/2026/030**CONFIRMATION OF MINUTES**

1. Minutes of the 4th Sitting held on Thursday, 9th April, 2026 were confirmed as a true record of the proceedings as proposed by Hon. George Gachagua, MP and seconded by Hon. Jerusha Momanyi, MP.
2. Minutes of the 5th Sitting held on Thursday, 16th April, 2026 were confirmed as a true record of the proceedings as proposed by Hon. Feisal Salim, MP and seconded by Hon. Augustine Mwafrika, MP.

MIN.NO.NA/DAA&GPC/CMSF/2026/31**ADOPTION OF THE REPORT ON
INSPECTION VISITS TO
CONSTITUENCY OFFICES IN
NAKURU COUNTY**

The Committee Members present considered and unanimously adopted the report on inspection visits to constituency offices in Nakuru County, as proposed by Hon. Brighton Yegon, M.P, and seconded by Hon. Jerusha Momanyi, M.P, with the following observations and recommendations: -

Committee Observations

- (1) The Parliamentary Service Commission's allocations for office rent to the constituency offices was last reviewed in July, 2015 and was not adequate to meet the current rental market demands.
- (2) The salaries for the constituency office staff have not been enhanced despite the increased housing levy and social health insurance fund deductions, and the rising cost of living.
- (3) Staff at the constituency offices lacked adequate training to enhance their skills and competencies. Currently, only the Office Managers and Personal Assistants to the Members of Parliament undertake capacity building programs.
- (4) The social health insurance cover provided to the constituency office staff was not commensurate with their contributions, and the scheme did not extend to outpatient services.
- (5) The Constituency Liaison Office releases operations funds on quarterly basis instead of monthly thereby disrupting timely execution of constituency office operations and planned activities.

Committee Recommendations

- (1) The Parliamentary Service Commission, through the Constituency Liaison Office, should review the constituency office allocations for office rent to reflect the current market rates.
- (2) The Parliamentary Service Commission should also enhance the emoluments of staff working at constituency offices to cushion the officers against the rising cost of living, the Housing levy and Social Health Insurance Fund deductions.
- (3) The Parliamentary Service Commission should, through the Centre for Parliamentary Studies and Training, organize trainings and capacity building programs for the constituency office staff to enhance their capacity.

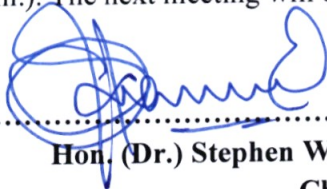
- (4) The Committee also recommends that the Constituency Liaison Office releases operations funds for the constituency offices on monthly basis, instead of quarterly, in order to improve operations and enhance efficiency.
- (5) The Committee further recommends that the Parliamentary Service Commission, through the Constituency Liaison Office, engages the Social Health Authority to explore the enhancement of medical coverage for the constituency office staff to ensure that staff receive healthcare services commensurate with their contributions.

MIN NO.NA/DAA&GPC/CMSF/2026/032

ADJOURNMENT

There being no other business, the meeting was adjourned at twenty minutes to one o'clock (12:40 p.m.). The next meeting will be held on notice.

Signed.....



Date.....

04/06/2026

Hon. (Dr.) Stephen Wachira Karani, CBS, MP
Chairperson



**MINUTES OF THE 9TH SITTING (FOURTH SESSION) OF THE
COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON
THURSDAY, 22ND MAY, 2025 IN NAIVASHA CONSTITUENCY OFFICE AT
2:30 P.M.**

PRESENT

1. Hon. (Dr.) Stephen Karani Wachira, CBS, M.P. - Chairperson
2. Hon. Robert Nguai Basil, MP - Vice Chairperson
3. Hon. Aramat Lemanken, MP
4. Hon. Elisha Ochieng Odhiambo, MP
5. Hon. Elsie Busihile Muhanda, MP
6. Hon. Jayne Kihara Wanjiru Njeri, MP
7. Hon. Paul Abuor, MP
8. Hon. Ruth Adhiambo Odinga, MP
9. Hon. Augustine Kamande Mwafrika, MP

APOLOGIES

1. Hon. Feisal Bader Salim, MP
2. Hon. Brighton Leonard Yegon, MP
3. Hon. Jerusha Momanyi Mongina, MP
4. Hon. Gathoni Wamuchomba, HSC, MP
5. Hon. George Gachagua, MP
6. Hon. Peter Kalerwa Salasya, MP

IN-ATTENDANCE

COMMITTEE SECRETARIAT

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Mr. Abdimalik Ahmed - Clerk Assistant III
3. Ms. Nancy Chepkemai - Legal Counsel II
4. Mr. Kevin Obilo - Media Relations Assistant
5. Ms. Yasmin Hassan - Assistant Sergeant-at-arms
6. Ms. Rahab Chepkilim - Audio Officer II

CONSTITUENCY LIAISON OFFICE

1. Mr. Alex Gitaari - Constituency Liaison Officer III
2. Mr. Justus Mutwiri - Clerical Officer I

NAIVASHA CONSTITUENCY OFFICE

1. Mr. Charles M. Wairegi - Constituency Office Manager
2. Ms. Purity Wamahiu - Coordinator
3. Mr. Benson Muriuki - Procurement Officer
4. Ms. Damaris Kariuki - Secretary
5. Ms. Jacinta Mwihia - Office Assistant
6. Mr. Alexander Gatheru - Security
7. Mr. Daniel Wegene - Security

The Chairperson called the meeting to order at fourteen minutes to Three (2:46 p.m.), and the Hon. Augustine Kamande Mwafrika, MP, said a prayer. Introductions were made thereafter.

The Committee adopted the agenda of the meeting having been proposed by the Hon. Robert Ngui Basil, MP, Vice Chairperson, and seconded by the Hon. Augustine Kamande Mwafrika, MP.

The agenda item was deferred to the next Sitting.

The Chairperson briefed the constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the Constituency Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. Charles Wairegi, accompanied by other constituency office staff thanked the delegation for the visit, and informed the Committee as follows: -

1. The office had a staff establishment of ten (10) employees drawn from the eight (8) Wards in the Constituency.
2. The Constituency Office Manager appreciated the timely and monthly payment of salaries by the Parliamentary Service Commission compared to the previous quarterly payments.
3. The office had no challenges on remittances of statutory deductions and was issued with KRA and NSSF compliance certificates.
4. The officers lamented that there was no salary increment since 2020 – The officers requested for salary increment to cover the increased statutory deductions and the rising cost of living.
5. The officers also requested for an increase in the allocations for salaries and operations funds citing that the constituency was vast yet it received the same allocation to smaller constituencies with only three (3) Wards.
6. The Manager requested for trainings for the constituency office staff on parliamentary procedures and public participation processes considering that they are the ones that sensitize the constituents on behalf of the Member of Parliament.

7. The Manager stated that the social health insurance works for inpatient services only and the officers hardly access outpatient services under the current scheme.
8. The Manager requested for prompt payment of gratuity for constituency office staff that exit the service.
9. The officers further requested for inter-constituency sports in order to interact with and learn from staff from other constituencies so as to appreciate diverse cultures.

Committee Observations

- i. The Committee observed that the rented office located on 1st floor of a building was not conducive as it posed accessibility challenges for the elderly and lacked a ramp for persons living with disability. The constituency office also had no boardroom.
- ii. The Committee also observed that all constituency offices were allocated an equal salary amount of Kshs. 811,000 per month regardless of the geographical size or population. The number of staff to employ was at the discretion of the employer (Member of Parliament).
- iii. The Committee noted that only Personal Assistant to the Member of Parliament and Office Manager undertake induction and trainings, and not the entire constituency office staff.
- iv. The Committee resolved to engage the Centre for Parliamentary Studies and Training and the Constituency Liaison Office in order to initiate relevant capacity buildings and trainings for all the constituency office staff.
- v. The Committee would follow up with the Parliamentary Service Commission in order to increase salaries and office operations funds for the constituency office.
- vi. The Committee directed the Constituency Liaison Office to ensure payment of gratuity for staff that exited the service by the end of the 2024/2025 Financial Year.

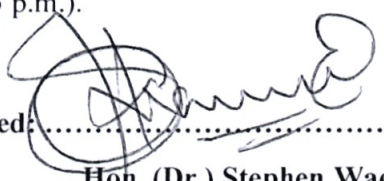
MIN.NO.NA/DAA&GPC/CMSF/2025/048

ADJOURNMENT

There being no other business, the meeting was adjourned at five minutes to Four (3:55 p.m.).

Signed:

Date:


Hon. (Dr.) Stephen Wachira Karani, CBS, MP

(Chairperson)

MINUTES OF THE 8TH SITTING (FOURTH SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON THURSDAY, 22ND MAY, 2025 IN GILGIL CONSTITUENCY OFFICE AT 10:00 A.M.

PRESENT

1. Hon. (Dr.) Stephen Karani Wachira, CBS, M.P. - Chairperson
2. Hon. Robert Ngui Basil, MP - Vice Chairperson
3. Hon. Aramat Lemanken, MP
4. Hon. Elisha Ochieng Odhiambo, MP
5. Hon. Elsie Busihile Muhanda, MP
6. Hon. Jayne Kihara Wanjiru Njeri, MP
7. Hon. Paul Aburor, MP
8. Hon. Ruth Adhiambo Odinga, MP
9. Hon. Augustine Kamande Mwafrika, MP

APOLOGIES

1. Hon. Feisal Bader Salim, MP
2. Hon. Brighton Leonard Yegon, MP
3. Hon. Jerusha Momanyi Mongina, MP
4. Hon. Gathoni Wamuchomba, HSC, MP
5. Hon. George Gachagua, MP
6. Hon. Peter Kalerwa Salasya, MP

IN-ATTENDANCE

COMMITTEE SECRETARIAT

- | | | |
|-----------------------------|---|------------------------------|
| 1. Mr. Abdirahman G. Hassan | - | Clerk Assistant I/Lead Clerk |
| 2. Mr. Abdimalik Ahmed | - | Clerk Assistant III |
| 3. Ms. Nancy Chepkemai | - | Legal Counsel II |
| 4. Mr. Kevin Obilo | - | Media Relations Assistant |
| 5. Ms. Yasmin Hassan | - | Assistant Sergeant-at-arms |
| 6. Ms. Rahab Chepkilim | - | Audio Officer II |

CONSTITUENCY LIAISON OFFICE

- | | | |
|-----------------------|---|----------------------------------|
| 1. Mr. Alex Gitaari | - | Constituency Liaison Officer III |
| 2. Mr. Justus Mutwiri | - | Clerical Officer I |

GILGIL CONSTITUENCY OFFICE

- | | | |
|-------------------------------|---|-----------------------------|
| 1. Mr. John Mungora Mwangi | - | Constituency Office Manager |
| 2. Mr. Pius K. Ndungu | - | Coordinator |
| 3. Mr. Henry Muthigani Mbatia | - | Communications Officer |
| 4. Mr. Daniel Njoroge | - | Office Administrator |
| 5. Mr. Peter Mwangi Kimotho | - | Clerical Officer |
| 6. Mr. George Kimani | - | Clerical Officer |

MIN.NO.NA/DAA&GPC/CMSF/2025/039**PRELIMINARIES**

The Chairperson called the meeting to order at five minutes past Ten (10:05 a.m.), and the Hon. Augustine Kamande Mwafrika, MP, said a prayer. Introductions were made thereafter.

MIN.NO.NA/DAA&GPC/CMSF/2025/040**ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by the Hon. Robert Ngui Basil, MP, Vice Chairperson and seconded by the Hon. Jayne Kihara Wanjiru Njeri, MP.

MIN.NO.NA/DAA&GPC/CMSF/2025/041**CONFIRMATION OF MINUTES OF PREVIOUS SITTING**

The agenda item was deferred to the next Sitting.

MIN.NO.NA/DAA&GPC/CMSF/2025/042**INSPECTION VISIT TO THE OFFICE OF THE MEMBER OF PARLIAMENT FOR GILGIL CONSTITUENCY**

The Chairperson briefed the constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the Constituency Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. John Mungora Mwangi, accompanied by other constituency office staff thanked the delegation for the visit, and informed the Committee follows: -

1. The office had a staff establishment of nine (9) employees drawn from the five (5) Wards in the Constituency.
2. The officers appreciated the timely and monthly payment of salaries by the Parliamentary Service Commission compared to the previous quarterly payments.
3. The officers lamented that there were no salary increments since 2020 -- The officers requested for salary increment to cover the increased statutory deductions and the rising cost of living.
4. The officers requested for capacity building and training programs to enhance their capacity and improve service delivery.
5. The officers also requested to be facilitated with a vehicle to ease movement within the constituency and enhance office operations.
6. The Manager stated that the social health insurance works for inpatients services only and the officers hardly access outpatient services under the current scheme.
7. The staff informed the Committee that their contract was restricted to 5 years and that loans were offered as per the employment contracts. They therefore requested to be provided with payroll numbers and payslips in order to ease access to loans from banks and sacco's.
8. The officers further requested for inter-constituency games to give them an opportunity to interact with and learn from staff from other constituencies.
9. The officers stated that a one-bedroom house in Nakuru cost Ksh 1,400,000 and it was difficult for the constituency office staff to raise the mandatory 10% deposit in order to acquire a house under the affordable housing project.

Committee Observations

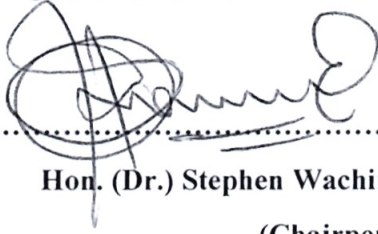
- i. The Committee noted that only Personal Assistant to the Member of Parliament and Office Manager undertake induction and trainings and not the entire constituency office staff.
- ii. The Committee urged the Office Manager to hire a vehicle using the office operations funds under transport vote head in order to enhance operations within the constituency.
- iii. The Committee would follow up with the Parliamentary Service Commission in order to increase salaries for the constituency office staff.
- iv. The Committee advised the Constituency Office Manager to create payslips and allocate payroll numbers to the constituency office staff in order to ease access to loan services.

MIN.NO.NA/DAA&GPC/CMSF/2025/043

ADJOURNMENT

There being no other business, the meeting was adjourned at quarter past Twelve (12:15 p.m.).

Signed:



Date:

26/06/2025

Hon. (Dr.) Stephen Wachira Karani, CBS, MP

(Chairperson)

MINUTES OF THE 7TH SITTING (FOURTH SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON WEDNESDAY, 21ST MAY, 2025 IN BAHATI CONSTITUENCY OFFICE AT 2:30 P.M.

PRESENT

1. Hon. (Dr.) Stephen Karani Wachira, CBS, M.P. - Chairperson
2. Hon. Robert Ngui Basil, MP - Vice Chairperson
3. Hon. Aramat Lemanken, MP
4. Hon. Elisha Ochieng Odhiambo, MP
5. Hon. Elsie Busihile Muhanda, MP
6. Hon. Jayne Kihara Wanjiru Njeri, MP
7. Hon. Paul Abuor, MP
8. Hon. Ruth Adhiambo Odinga, MP
9. Hon. Augustine Kamande Mwafrika, MP

APOLOGIES

1. Hon. Feisal Bader Salim, MP
2. Hon. Brighton Leonard Yegon, MP
3. Hon. Jerusha Momanyi Mongina, MP
4. Hon. Gathoni Wamuchomba, HSC, MP
5. Hon. George Gachagua, MP
6. Hon. Peter Kalerwa Salasya, MP

IN-ATTENDANCE

COMMITTEE SECRETARIAT

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Mr. Abdimalik Ahmed - Clerk Assistant III
3. Ms. Nancy Chepkemai - Legal Counsel II
4. Mr. Kevin Obilo - Media Relations Assistant
5. Ms. Yasmin Hassan - Assistant Sergeant-at-arms
6. Ms. Rahab Chepkilim - Audio Officer II

CONSTITUENCY LIAISON OFFICE

1. Mr. Alex Gitaari - Constituency Liaison Officer III
2. Mr. Justus Mutwiri - Clerical Officer I

BAHATI CONSTITUENCY OFFICE

1. Mr. Peter N. Mburu - Constituency Office Manager
2. Mr. John Maina Waweru - Ward Coordinator
3. Ms. Mariam Kangui Gikundi - Ward Coordinator
4. Ms. Miriam Waithira Mwangi - Ward Coordinator
5. Mr. Samuel Mwangi - Coordinator
6. Mr. John Njoroge Wanjiku - Communication Officer
7. Ms. Mary Wanjera - Office Assistant

The Chairperson called the meeting to order at half past two (2:30 p.m.), and the Hon. Robert Nguai Basil, MP, Vice Chairperson, said a prayer. Introductions were made thereafter.

The Committee adopted the agenda of the meeting having been proposed by the Hon. Augustine Kamande Mwafrika, MP, and seconded by the Hon. Robert Nguai Basil, MP, Vice Chairperson.

The agenda item was deferred to the next Sitting.

The Chairperson briefed the constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the Constituency Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. Peter Njoroge Mburu, accompanied by other constituency office staff thanked the delegation for the visit, and informed the Committee as follows: -

1. The office had a staff establishment of twelve (12) employees drawn from the five (5) Wards in the Constituency.
2. The Constituency is vast; therefore people in the farthest end of the constituency face challenges reaching the constituency office.
3. The officers requested to be facilitated with transport allowance and airtime as they traverse the vast Constituency.
4. The officers appreciated the timely and monthly payment of salaries by the Parliamentary Service Commission compared to the previous quarterly payments.
5. The officers lamented that there was no salary increment since 2020 – The officers requested for increase in their salaries to cover the increased statutory deductions and the cost of living.
6. The officers requested for payment of operations funds on monthly basis instead of quarterly.
7. The Manager requested for enhancement of the medical scheme for the constituency office staff so that they could adequately benefit from the cover just like their counterparts in the civil service.
8. The officers also requested to be facilitated with a vehicle to ease movement within the constituency and enhance office operations.
9. The officers stated that a one-bedroom house in Bahati cost Ksh 1,400,000 and it was difficult for the constituency office staff to raise the mandatory 10% deposit in order to acquire a house under the affordable housing project.

Committee Observations

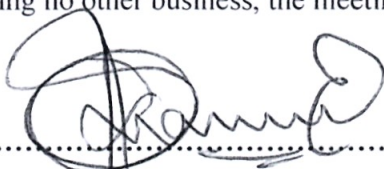
- i. The Committee observed that the office had enough quality furniture with spacious boardroom.
- ii. The Committee advised the Manager to consider establishing satellite offices in each Ward using the office operations funds so as to reach out to the constituents properly.

- iii. The Committee urged the Office Manager to hire vehicle using the office operations funds under transport vote head in order to enhance operations within the constituency.
- iv. The Committee would follow up with the Parliamentary Service Commission in order to increase salaries and funds for office operations for the constituency office.

MIN.NO.NA/DAA&GPC/CMSF/2025/038

ADJOURNMENT

There being no other business, the meeting was adjourned at quarter past four (4:15 p.m.).

Signed:  Date: 26/06/2025

Hon. (Dr.) Stephen Wachira Karani, CBS, MP

(Chairperson)

MINUTES OF THE 6TH SITTING (FOURTH SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON WEDNESDAY, 21ST MAY, 2025 IN NAKURU TOWN EAST CONSTITUENCY OFFICE AT 9:30 A.M.

PRESENT

1. Hon. (Dr.) Stephen Karani Wachira, CBS, MP - Chairperson
2. Hon. Robert Ngui Basil, MP - Vice Chairperson
3. Hon. Aramat Lemanken, MP
4. Hon. Elisha Ochieng Odhiambo, MP
5. Hon. Elsie Busihile Muhanda, MP
6. Hon. Jayne Kihara Wanjiru Njeri, MP
7. Hon. Paul Abuor, MP
8. Hon. Ruth Adhiambo Odinga, MP
9. Hon. Augustine Kamande Mwafrika, MP

APOLOGIES

1. Hon. Feisal Bader Salim, MP
2. Hon. Brighton Leonard Yegon, MP
3. Hon. Jerusha Momanyi Mongina, MP
4. Hon. Gathoni Wamuchomba, HSC, MP
5. Hon. George Gachagua, MP
6. Hon. Peter Kalerwa Salasya, MP

IN-ATTENDANCE

COMMITTEE SECRETARIAT

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Mr. Abdimalik Ahmed - Clerk Assistant III
3. Ms. Nancy Chepkemoi - Legal Counsel II
4. Mr. Kevin Obilo - Media Relations Assistant
5. Ms. Yasmin Hassan - Assistant Sergeant-at-arms
6. Ms. Rahab Chepkilim - Audio Officer II

CONSTITUENCY LIAISON OFFICE

1. Mr. Alex Gitaari - Constituency Liaison Officer III
2. Mr. Justus Mutwiri - Clerical Officer I

NAKURU COUNTY WOMAN MEMBER OF PARLIAMENT OFFICE

1. Mr. Kiplangat Peter Mosonik - Office Manager
2. Mr. Douglas Rotich Kipkemoi - Coordinator
3. Mr. Stephen Murugami - Photographer
4. Ms. Winnie Chepngenon - Office Assistant

NAKURU TOWN EAST CONSTITUENCY OFFICE

1. Mr. Naftali Nyambegera - Constituency Office Manager
2. Mr. Francis Macharia - Assistant Office Manager
3. Ms. Anyango Faith - Youth Coordinator
4. Mr. Collins O. Omondi - Sports Coordinator

5. Mr. James Kariuki Njeru	-	Ward Coordinator
6. Mr. Benson Chege Wanjiru	-	Ward Coordinator
7. Mr. Emmanuel W. Nasong'o	-	Ward Coordinator
8. Mr. Michael Kuria	-	Ward Coordinator
9. Mr. John Njenga Mwangi	-	Ward Coordinator
10. Mr. Evans Ekaliche	-	Coordinator
11. Mr. Joseph Kaburu	-	Coordinator
12. Mr. Benard Gikonyo	-	Coordinator
13. Ms. Esther Wanjia Kimaru	-	Coordinator
14. Ms. Rosemary Wangari Gitau	-	Administrator
15. Ms. Susan Njeri Karanja	-	Office Clerk
16. Ms. Margaret Wangechi	-	Office Clerk
17. Ms. Grace Wachuka	-	Office Clerk
18. Ms. Milka Karoki	-	Office Assistant
19. Ms. Jane Atieno Oduor	-	Office Assistant
20. Ms. Millicent Munene	-	Secretary
21. Ms. Petroze Akunda	-	Secretary
22. Mr. Godfrey Kiiru	-	Security Officer

MIN.NO.NA/DAA&GPC/CMSF/2025/028

PRELIMINARIES

The Chairperson called the meeting to order at twenty minutes to Ten o'clock (9:40 a.m.) and said a word of prayer. Introductions were made thereafter.

MIN.NO.NA/DAA&GPC/CMSF/2025/029

ADOPTION OF THE AGENDA

The Committee adopted the agenda of the meeting having been proposed by the Hon. Jayne Kihara Wanjiru Njeri, MP, and seconded by the Hon. Augustine Kamande Mwafrika, MP.

MIN.NO.NA/DAA&GPC/CMSF/2025/030

CONFIRMATION OF MINUTES OF PREVIOUS SITTING

The agenda item was deferred to the next Sitting.

MIN.NO.NA/DAA&GPC/CMSF/2025/031

INSPECTION VISIT TO THE OFFICE OF NAKURU COUNTY WOMEN MEMBER OF PARLIAMENT

The Chairperson briefed the staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the County Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The County Office Manager, Mr. Kiplangat Peter Mosonik, accompanied by other office staff thanked the delegation for the visit, and informed the Committee as follows: -

1. The office had a staff establishment of 28 employees that cover the 11 Constituencies and the County's 55 Wards. The Manager requested for an increment of the salary allocation to enable them employ more staff.
2. The County Office Manager confirmed that the office files the monthly returns on time and appreciated the timely disbursement of salaries by the Parliamentary Service Commission.
3. There were no salary increments since 2020 – The officers requested for salary increment to reflect their workload, the cost of living, and the increased statutory deductions.

4. The staff requested for capacity building programs and relevant trainings to enhance their understanding of their duties and improve service delivery.
5. The Manager stated that while the social health insurance scheme was effective for inpatient services, it was not operational for outpatient services.
6. The Manager informed the Committee that some of the constituency office staff did not receive their leave allowances for the 2024/2025 Financial Year, despite submitting the requisite documents to the Constituency Liaison Office.

Committee Observations

- i. The Committee observed that the rented office was located on 1st floor of a church building and shares the floor space with other tenants hence not conducive. It also posed accessibility challenges for the elderly and lacked a ramp for persons living with disability. The County office also had no boardroom.
- ii. The Committee advised the County Office Manager to utilize the allocations for rent and office operations funds and relocate the office to a more accessible and conducive space.
- iii. The Committee informed the officers that salary increments was factored in the 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024. The Committee would follow up with PSC in order to increase salaries and funds for office operations for the county office staff.
- iv. The Committee resolved to engage the Constituency Liaison Office and the Centre for Parliamentary Studies and Training (CPST) in order to initiate relevant capacity building and training programs for the County office staff.

MIN.NO.NA/DAA&GPC/CMSF/2025/032

**INSPECTION VISIT TO THE OFFICE OF
THE MEMBER OF PARLIAMENT FOR
NAKURU TOWN EAST CONSTITUENCY**

The Chairperson briefed the Constituency staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the Constituency Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. Naftali Nyambegera, accompanied by other constituency office staff thanked the delegation for the visit, and informed the Committee as follows: -

1. The Constituency office had a staff establishment of thirty-two (32) employees serving five (5) Wards and one (1) sub-county.
2. The staff appreciated timely and monthly disbursement of salaries by the Parliamentary Service Commission.
3. The officers reported that there were no salary increments since 2020 – The officers requested for salary increment to help them cope with the rising cost of living. They also requested for PSC to introduce house and commuter allowance for the constituency office staff.
4. The office had NSSF historical liability of Kshs. 2.1 million, which attracted penalties. The Constituency Office Manager requested for waivers and the matter was before the courts.

5. The staff acknowledged that the social health insurance scheme was effective for inpatient services but the outpatient component was inadequate and posed challenges.
6. The officers requested for benchmarking visits with other constituency offices and trainings to help them better understand their roles and improve their skills.
7. The Constituency Office Manager lamented that the service gratuity payable to the officers at the end of their contracts were subjected to taxation, and noted the President's public pronouncement that such benefits should be tax-exempt in recognition of the service and sacrifice of Kenyan workers and retirees.
8. The officers lamented that they had not received their leave allowances for the Financial Year 2024/2025. The Constituency Liaison Officer stated that the delayed processing of the leave allowances was occasioned by delays in clearing the staff that had left service.

Committee Observations

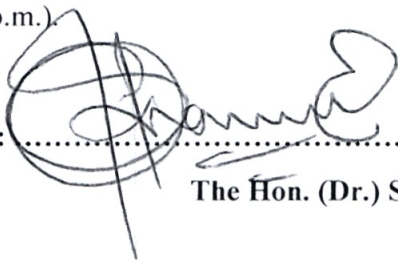
- i. The Committee observed that the office was well furnished and equipped with numerous computers. The availability of ICT equipment would enhance digital transformation, improve service delivery and boost overall operational efficiency.
- ii. The Committee also observed that service payments were intended to compensate employees for the years of service upon termination of employment. The Committee informed the officers that there were policy measures contained in the Finance Bill, 2025 meant to exempt gratuity payments from taxation.
- iii. The Committee also informed the officers that salary increments was factored in the 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024. The Committee would follow up with PSC in order to increase salaries and funds for office operations for the constituency offices.
- iv. The Committee directed the Constituency Liaison Office to liaise with relevant institutions for benchmarking visits and trainings for the constituency office staff.
- v. The Committee further directed the Constituency Liaison Office to follow up and process all pending leave and gratuity allowances for the constituency office staff, in the next schedule of disbursements, before the end of the 2024/2025 Financial Year.

MIN.NO.NA/DAA&GPC/CMSF/2025/033

ADJOURNMENT

There being no other business, the meeting was adjourned at twenty-three minutes past twelve (12:23p.m.).

Signed:



Date:

26/06/2025

The Hon. (Dr.) Stephen Wachira Karani, CBS, MP
(Chairperson)

MINUTES OF THE 5TH SITTING (FOURTH SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON TUESDAY, 20TH MAY, 2025 IN NAKURU TOWN WEST CONSTITUENCY NG-CDF BOARDROOM AT 2:00 P.M.

PRESENT

1. Hon. (Dr.) Stephen Karani Wachira, CBS, M.P. - Chairperson
2. Hon. Robert Ngui Basil, MP - Vice Chairperson
3. Hon. Aramat Lemanken, MP
4. Hon. Elisha Ochieng Odhiambo, MP
5. Hon. Elsie Busihile Muhanda, MP
6. Hon. Jayne Kihara Wanjiru Njeri, MP
7. Hon. Paul Abuor, MP
8. Hon. Ruth Adhiambo Odinga, MP
9. Hon. Augustine Kamande Mwafrika, MP

APOLOGIES

1. Hon. Feisal Bader Salim, MP
2. Hon. Brighton Leonard Yegon, MP
3. Hon. Jerusha Momanyi Mongina, MP
4. Hon. Gathoni Wamuchomba, HSC, MP
5. Hon. George Gachagua, MP
6. Hon. Peter Kalerwa Salasya, MP

IN-ATTENDANCE

COMMITTEE SECRETARIAT

- | | | |
|-----------------------------|---|------------------------------|
| 1. Mr. Abdirahman G. Hassan | - | Clerk Assistant I/Lead Clerk |
| 2. Mr. Abdimalik Ahmed | - | Clerk Assistant III |
| 3. Ms. Nancy Chepkemai | - | Legal Counsel II |
| 4. Mr. Kevin Obilo | - | Media Relations Assistant |
| 5. Ms. Yasmin Hassan | - | Assistant Sergeant-at-arms |
| 6. Ms. Rahab Chepkilim | - | Audio Officer II |

CONSTITUENCY LIAISON OFFICE

- | | | |
|-----------------------|---|----------------------------------|
| 1. Mr. Alex Gitaari | - | Constituency Liaison Officer III |
| 2. Mr. Justus Mutwiri | - | Clerical Officer I |

NAKURU TOWN WEST CONSTITUENCY OFFICE

- | | | |
|-------------------------|---|------------------------------------|
| 1. Mr. Joshua Onduko | - | Constituency Office Manager |
| 2. Mr. Mohamed Hamisi | - | Deputy Constituency Office Manager |
| 3. Mr. John K. Koech | - | Personal Assistant to the Member |
| 4. Mr. Philip Maduya | - | Coordinator |
| 5. Mr. Douglas Nyandika | - | Accounts Clerk |
| 6. Ms. Janet Kireru | - | Secretary |
| 7. Ms. Vane Kemunto | - | Office Messenger |

The Chairperson called the meeting to order at twenty minutes past two o'clock (2:20 p.m.) and the Hon. Jayne Kihara Wanjiru Njeri, MP said a prayer. Introductions were made thereafter.

The Committee adopted the agenda of the meeting having been proposed by the Hon. Jayne Kihara Wanjiru Njeri, MP, and seconded by the Hon. Augustine Kamande Mwafrika, MP.

The agenda item was deferred to the next Sitting.

The Chairperson briefed the constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the Constituency Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. Joshua Onduko, accompanied by other constituency office staff thanked the delegation for the visit, and informed the Committee as follows: -

1. The office had a staff establishment of eleven (11) employees covering the six (6) Wards in the Constituency.
2. The Manager commended the Parliamentary Service Commission (PSC) for timely and monthly disbursement of salaries, and appreciated the Constituency Liaison Office for their cooperation during filing of returns and efficiency in processing of funds for office operations.
3. The Constituency Office Manager stated that there was no salary increment since 2020. The officers requested for enhancement of their salaries to cover the increased statutory deductions and the rising cost of living.
4. The Office Manager confirmed that all the statutory deductions were remitted on time in compliance with the legal requirements.
5. The Manager requested for capacity building programs and relevant trainings for the constituency office staff to enhance skills and improve service delivery.
6. The Constituency Office Manager lamented that the service gratuity payable to the officers at the end of their contracts were subjected to taxation.
7. The officers decried that the social health insurance scheme works for inpatient services only and they hardly access outpatient services under the current coverage.

Committee Observations

- i. The Committee observed that the office had enough quality furniture with spacious boardroom.
- ii. The Committee also observed that service payments were intended to compensate employees for the years of service upon termination of employment. The Committee informed the officers that there were policy measures contained in the Finance Bill, 2025 meant to exempt gratuity payments from taxation.
- iii. The Committee informed the officers that salary increments was factored in the 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024. The Committee would follow up with PSC in order to increase salaries and funds for office operations for the constituency offices.
- iv. The Committee resolved to engage the Constituency Liaison Office and the Centre for Parliamentary Studies and Training so as to initiate relevant capacity building and training programs for the constituency office staff.

MIN.NO.NA/DAA&GPC/CMSF/2025/027

ADJOURNMENT

There being no other business, the meeting was adjourned at five minutes past four (4:05p.m.).

Signed:

Date:

Hon. (Dr.) Stephen Wachira Karani, CBS, MP

(Chairperson)

MINUTES OF THE 4TH SITTING (FOURTH SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON TUESDAY, 20TH MAY, 2025 IN RONGAI AND NJORO CONSTITUENCY OFFICES AT 9:30 A.M.

PRESENT

1. Hon. (Dr.) Stephen Karani Wachira, CBS, MP - Chairperson
2. Hon. Robert Ngui Basil, MP - Vice Chairperson
3. Hon. Aramat Lemanken, MP
4. Hon. Elisha Ochieng Odhiambo, MP
5. Hon. Elsie Busihile Muhanda, MP
6. Hon. Jayne Kihara Wanjiru Njeri, MP
7. Hon. Paul Abuor, MP
8. Hon. Ruth Adhiambo Odinga, MP
9. Hon. Augustine Kamande Mwafrika, MP

APOLOGIES

1. Hon. Feisal Bader Salim, MP
2. Hon. Brighton Leonard Yegon, MP
3. Hon. Jerusha Momanyi Mongina, MP
4. Hon. Gathoni Wamuchomba, HSC, MP
5. Hon. George Gachagua, MP
6. Hon. Peter Kalerwa Salasya, MP

IN-ATTENDANCE

COMMITTEE SECRETARIAT

- | | | |
|-----------------------------|---|------------------------------|
| 1. Mr. Abdirahman G. Hassan | - | Clerk Assistant I/Lead Clerk |
| 2. Mr. Abdimalik Ahmed | - | Clerk Assistant III |
| 3. Ms. Nancy Chepkemai | - | Legal Counsel II |
| 4. Mr. Kevin Obilo | - | Media Relations Assistant |
| 5. Ms. Yasmin Hassan | - | Assistant Sergeant-at-arms |
| 6. Ms. Rahab Chepkilim | - | Audio Officer II |

CONSTITUENCY LIAISON OFFICE

- | | | |
|-----------------------|---|----------------------------------|
| 1. Mr. Alex Gitaari | - | Constituency Liaison Officer III |
| 2. Mr. Justus Mutwiri | - | Clerical Officer I |

RONGAI CONSTITUENCY OFFICE

- | | | |
|------------------------|---|-----------------------------|
| 1. Mr. Moses Korir | - | Constituency Office Manager |
| 2. Ms. Dorothy Aswani | - | Assistant Liaison Officer |
| 3. Mr. Felix Chepkwony | - | Assistant Liaison Officer |
| 4. Mr. Peter Kimani | - | Assistant Liaison Officer |
| 5. Mr. Simon Hodari | - | Security Officer |

NJORO CONSTITUENCY OFFICE

- | | | |
|-----------------------|---|-----------------------------|
| 1. Mr. John Njihia | - | Constituency Office Manager |
| 2. Mr. Moses Kamau | - | Liaison Officer |
| 3. Ms. Veronica Tesoi | - | Assistant Liaison Officer |

- | | | |
|------------------------|---|-------------------------|
| 4. Ms. Lucy W. Njogu | - | Ward Coordinator |
| 5. Mr. Jones Kiprotich | - | Communications Director |
| 6. Mr. Vincent Ombayo | - | ICT Officer |
| 7. Mr. Gachui Rengeura | - | Photojournalist |

MIN.NO.NA/DAA&GPC/CMSF/2025/017

PRELIMINARIES

The Chairperson called the meeting to order at twenty-five minutes to ten o'clock (9:35 a.m.) and the Hon. Jayne Kihara Wanjiru Njeri, MP, said a prayer. Introductions were made thereafter.

MIN.NO.NA/DAA&GPC/CMSF/2025/018

ADOPTION OF THE AGENDA

The Committee adopted the agenda of the meeting having been proposed by the Hon. Jayne Kihara Wanjiru Njeri, MP, and seconded by the Hon. Augustine Kamande Mwafrika, MP.

MIN.NO.NA/DAA&GPC/CMSF/2025/019

CONFIRMATION OF MINUTES OF PREVIOUS SITTING

The agenda item was deferred to the next Sitting.

MIN.NO.NA/DAA&GPC/CMSF/2025/020

INSPECTION VISIT TO THE OFFICE OF THE MEMBER OF PARLIAMENT FOR RONGAI CONSTITUENCY

The Chairperson briefed the Constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the Constituency Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. Moses Korir, accompanied by other constituency office staff thanked the delegation for the visit, and informed the Committee as follows: -

1. The office had a staff establishment of fourteen (14) employees across the five (5) Wards and one Sub-County in the Constituency. He requested for additional staff considering the vastness of the constituency.
2. The office staff receives salaries between 1st and 5th of every month. The timely disbursement of salaries enabled the office to remit all the statutory deductions within the required time frame.
3. The officers requested for trainings and exchange programmes with other constituencies in order to enhance their skills and competency, and also improve service delivery.
4. There were no salary increments since 2020 hence the officers requested for enhancement of salaries and operations funds to reflect their workload and the rising cost of living.
5. The Manager further requested for staff uniforms or badges for identification of the constituency office staff. He also requested for a vehicle to support constituency office operations.
6. Additionally, the officers requested for enhancement of the social health insurance scheme commensurate to their contributions and the cost of treatment. The officers stated that the scheme does not work for outpatient services.

Committee observations

- i. All Constituency/County offices are allocated Ksh. 811,000 per month for salaries regardless of the population or the geographical size. The number of staff to employ and the remuneration thereof is at the discretion of the employer (Member of Parliament).
- ii. Salary increment was factored in the Budget Estimates for the Financial Year (FY) 2024/2025 but implementation was affected by the reorganization of the budget following the rejection of the Finance Bill, 2024. The Committee undertook to follow up with the Parliamentary Service Commission to ensure a salary increment for the constituency offices during the FY 2025/2026.
- iii. The Committee noted that Personal Assistant to the Member of Parliament and Consistency Office Manager are the only ones who undertake trainings and not the entire staff from the constituency office. In this regard, the Committee resolved to engage the Parliamentary Service Commission (PSC), the Centre for Parliamentary Studies & Training (CPST) and the Constituency Liaison Office to provide relevant trainings for all the constituency office staff.
- iv. The Committee directed the Constituency Office Manager to utilize the office operations funds and provide the staff with either uniforms or badges for identification.
- v. The Committee urged the Office Manager to liaise with the Member of Parliament for provision of vehicle for office operations.

MIN.NO.NA/DAA&GPC/CMSF/2025/021

INSPECTION VISIT TO OFFICE OF THE MEMBER OF PARLIAMENT FOR NJORO CONSTITUENCY

The Chairperson briefed the Constituency staff on the mandate of the Committee as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the Constituency Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. John Njihia accompanied by other constituency staff thanked the delegation for the visit, and informed the Committee as follows: -

1. The office had a staff establishment of forty-two (42) employees covering the six (6) wards in the constituency.
2. The Manager appreciated the timely and monthly disbursement of salaries for the constituency office staff, compared to the previous quarterly payments.
3. The officers requested for an increase in the allocations for salaries and office operations so as to employ additional staff to adequately cover the vast constituency, and to counter the rising cost of living.
4. The Office Manager confirmed that all statutory deductions were remitted on time, ensuring compliance with legal and regulatory obligations.
5. The staff requested for trainings for the constituency office staff in order to enhance their skills and improve service delivery.

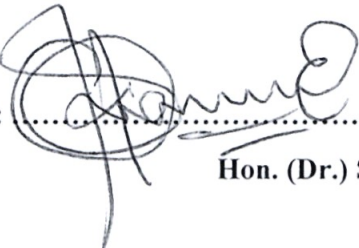
Conclusion

- i. The Committee commended the staff for their warm reception and noted the office had a spacious boardroom with well-maintained furniture.
- ii. The Committee informed the officers that salary increments were factored in the F/Y 2024/2025 Budget Estimates that were reorganized after the rejection of the Finance Bill, 2024.
- iii. The Committee undertook to follow up with the Parliamentary Service Commission to propose a salary increase and office operations funds for the constituency office during the F/Y 2025/2026 and echoed the importance of enhancing staff welfare in order to improve service delivery for the constituents.
- iv. The Committee resolved to engage the CPST and the Constituency Liaison Office to initiate relevant capacity buildings and trainings for all the constituency office staff.

MIN.NO.NA/DAA&GPC/CMSF/2025/022

ADJOURNMENT

There being no other business, the meeting was adjourned at twenty-two minutes to one (12:38p.m.).

Signed:  Date: 26/06/2025
Hon. (Dr.) Stephen Wachira Karani, CBS, MP
(Chairperson)