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THE NATIONAL ASSEMBLY

THIRTEENTH PARLIAMENT –FOURTH SESSION – 2025

THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

REPORT ON

INSPECTION VISIT TO CONSTITUENCY OFFICES IN SIIAYA, KISUMU, NAROK  
AND BOMET COUNTIES

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TABLED BY: Hon. (Dr.) Stephen Warchira (Chairperson,  
Committee on Members Services & Facilities)  
Anastacia

*The Directorate of Audit, Appropriations  
& General Purpose Committees  
The National Assembly  
Parliament Buildings  
NAIROBI*

September, 2025

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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 of carrying 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 Constituencies and County Women Representative offices in the Counties of Siaya, Kisumu, Narok and Bomet. 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.

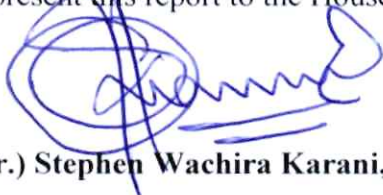
The Committee observed that the emoluments of staff working at the Constituency offices had not been enhanced, and there was no annual salary increment since the start of the 13<sup>th</sup> Parliament. The Committee also observed that staff at the constituency offices lacked the requisite trainings 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, M.P.**

## **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 -
  - a) Receiving and considering views of Members on the services and facilities provided for their benefit and well-being; and
  - b) 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: -
  - a) Benchmarking visits to other jurisdictions to establish new ideas and practices;
  - b) Undertaking inspection visits to the Constituency and County offices for Members;
  - c) 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 Nguni Basil, MP

Yatta Constituency

**Wiper Democratic Movement**

### **Members**

Hon. Aramat Lemanken, MP

Narok East Constituency

**United Democratic Alliance**

Hon. Brighton Leonard Yegon, 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. Gathoni Wamuchomba, HSC, MP

Githunguri 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. Abdimalik Ahmed

**Clerk Assistant III**

Ms. Nancy Chepkemoi

**Legal Counsel II**

Mr. Kevin Ojiambo Obilo

**Media Relations Assistant**

Ms. Naom Onsomu

**Public Communications Assistant**

Ms. Rahab Chepkilim

**Audio Officer II**

Ms. Yasmin Hassan

**Assistant Sergeant-at-Arms**

Mr. Arkan Ali Mumin

**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 services, insurance services, security services, 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, the quality of catering services in Parliament, and 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 in a timely manner.
12. Pursuant to its mandate, the Committee undertook inspection visits to selected Constituencies and County Women Representative offices in the Counties of Siaya, Kisumu, Narok and Bomet. The objective of the inspection visit was to:
  - a) Collect views and assess the quality of services & facilities and status of office infrastructure;
  - b) Assess the status of constituency/county staff salaries disbursement by the Parliamentary Service Commission and adherence to statutory remittances;
  - c) Provide an opportunity for the staff to apprise the Committee on challenges they experience while executing their roles;
  - d) Identify possible solutions that the Commission should provide for effective and efficient service delivery by Members.
13. The Constituency and County offices visited include:
  - i. Office of the Member of Parliament for Bondo Constituency
  - ii. Office of the Member of Parliament for Ugenya Constituency
  - iii. Office of the Member of Parliament for Gem Constituency
  - iv. Office of the Member of Parliament for Seme Constituency
  - v. Office of the Kisumu County Woman Member of Parliament
  - vi. Office of the Member of Parliament for Kisumu Central Constituency
  - vii. Office of the Member of Parliament for Narok South Constituency
  - viii. Office of the Member of Parliament for Narok West Constituency

- ix. Office of the Member of Parliament for Narok North Constituency
- x. Office of the Narok County Woman Member of Parliament
- xi. Office of the Member of Parliament for Konoin Constituency
- xii. Office of the Member of Parliament for Bomet Central Constituency
- xiii. Office of the Bomet County Woman Member of Parliament
- xiv. Office of the Member of Parliament for Bomet East Constituency

### **3.0 INSPECTION VISIT TO CONSTITUENCY AND COUNTY OFFICES**

14. The Committee undertook an inspection visit to Siaya and Kisumu Counties between Friday, 7<sup>th</sup> June, 2024 and Sunday, 9<sup>th</sup> June, 2024. The Committee also visited Narok and Bomet Counties from Friday, 15<sup>th</sup> November, 2024 to Sunday, 17<sup>th</sup> November, 2024.

#### **3.1 SIAYA COUNTY**

15. The Committee visited the Constituency/County offices in Siaya on Friday, 7<sup>th</sup> June, 2024 and Saturday, 8<sup>th</sup> June, 2024. The inspection visits commenced with the office of the Member of Parliament for Bondo Constituency. The Committee thereafter visited the Ugenya Constituency office and concluded the inspection at the office of the Member of Parliament for Gem Constituency.

##### **3.1.1 Bondo Constituency**

16. The Committee visited the office of the Member of Parliament for Bondo Constituency, Hon. (Dr.) Gideon Ochanda, MP, on Friday, 7<sup>th</sup> June, 2024 at 2.30 p.m.
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. Dennis Ochieng, who was accompanied by other staff, received the delegation and informed the Committee of the following: -
- i. The constituency office had a staff establishment of eleven (11) employees.
  - ii. There were delays in salary disbursements which caused inconveniences to the constituency office staff.
  - iii. There was no annual salary increment since September 2022. The staff requested an increase in their salaries to reflect their workload and the cost of living.
  - iv. The officers requested for enhancement of the social health insurance cover for the constituency office staff and improve their medical benefits.
  - v. The Constituency office staff requested for capacity-building programs and trainings to enhance their skills and competencies.
  - vi. The office had not received funds for furniture for the 2022/23 and 2023/24 financial years and that affected the quality of the working environment.

##### **3.1.2 Ugenya Constituency**

19. The Committee visited the office of the Member of Parliament for Ugenya Constituency, Hon. David Ochieng, MP, on Saturday, 8<sup>th</sup> June, 2024 at 10.30 a.m.
20. 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.

21. The Constituency Office Manager, Mr. Sylvester Mulase, who was accompanied by other staff, received the delegation and informed the Committee of the following: -
- i. The office Manager reported that the constituency office received funds for operations on quarterly basis without delays.
  - ii. The office Manager files returns on time and the Parliamentary Service Commission disburses salaries monthly.
  - iii. The officers lamented that their salary was inadequate and requested for a salary increment to reflect their workload and cost of living.
  - iv. There was no training and capacity-building programs for the constituency office staff to enhance their skills and capacity.

#### **Committee Observations**

- i. The Committee observed that the constituency office lacked the requisite office furniture. The Committee directed the constituency office Manager to utilize funds for furniture accordingly and equip the constituency office with adequate furniture.
- ii. The Committee also observed that the constituency office was situated in a remote location with a poor road network, and advised that the location issue be addressed to improve accessibility for constituents.

#### **3.1.3 Gem Constituency**

22. The Committee visited the office of the Member of Parliament for Gem Constituency on Saturday, 8<sup>th</sup> June, 2024 at 2.00 p.m. The area Member of Parliament, Hon. Elisha Ochieng, MP, who is also a Member of the Committee, was present during the meeting.
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. Ted Marvin Odhiambo, who was accompanied by other staff, received the delegation and informed the Committee of the following: -
- i. There were no challenges with remitting statutory deductions, and the office was issued with Kenya Revenue Authority (KRA) and National Social Security Fund (NSSF) compliance certificates.
  - ii. There was no salary increment since September 2022. The Constituency office staff requested an enhancement of their salary to reflect the cost of living.
  - iii. The officers received their salaries between 8<sup>th</sup> and 12<sup>th</sup> of every month, despite the Manager filing the office returns within four (4) days of receipt of salary. The staff requested for payment of their salary by 5<sup>th</sup> of every month.
  - iv. Some staff received their gratuity eight months after the end of their contract. The officers requested payment of gratuity within thirty (30) days.

- v. There was no induction or training provided for the constituency office staff resulting in challenges in performance of duties.

### **Committee Observations**

- i. The Constituency had a functional ICT hub that offers training to various groups, including women, persons living with disabilities, and job seekers.
- ii. The Committee observed that the office was well-maintained, although it was small in size and lacked a proper boardroom.

## **3.2 KISUMU COUNTY**

25. The Committee visited the Constituency/County offices in Kisumu between Friday, 7<sup>th</sup> June 2024 and Sunday, 9<sup>th</sup> June, 2024. The inspection visit commenced with the office of the Member of Parliament for Seme Constituency and thereafter proceeded to Kisumu County Woman Representative office. The Committee concluded the inspection visit at the office of the Member of Parliament for Kisumu Central Constituency.

### **3.2.1 Seme Constituency**

26. The Committee visited the office of the Member of Parliament for Seme Constituency, Hon. (Dr.) James Nyikal, CBS, MP, on Friday, 7<sup>th</sup> June, 2024 at 10:30 a.m.
27. 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.
28. The Office Manager, Mr. Michael Odera, who was accompanied by other constituency staff, received the delegation and informed the Committee of the following: -
- i. The Manager appreciated an improvement in payment of salaries for the constituency office staff, which was paid monthly compared to the previous quarterly payments. He reiterated that the office files monthly return on time, and that salaries were disbursed to the constituency office staff.
  - ii. The office ensures that all statutory deductions such as NSSF, NHIF and KRA are remitted accurately and promptly within the required timelines.
  - iii. There were delays in release of operations fund for April, May and June, 2024 which impacted the constituency office operations.
  - iv. The officers lamented that there was no salary increment since September, 2022 and requested for salary increment to reflect their workload and rising cost of living.
  - v. The officers requested for capacity-building programs and trainings to enhance their skills and effectiveness.
  - vi. The officers emphasised the need for a vehicle to facilitate constituency office operations and enhance service delivery.

- vii. The Manager appreciated the establishment of a technical training institute within constituency that provides vocational training and higher education to the constituents, thereby contributing to acquisition of skills.

### **3.2.2 Office of the County Woman Member of Parliament - Kisumu County**

29. The Committee visited the office of the Member of Parliament for Kisumu County on Sunday, 9<sup>th</sup> June, 2024 at 10:30 a.m. The Member of Parliament for Kisumu County, Hon. Ruth Odinga, MP, who is also a Member of the Committee, was present during the meeting.
30. The Chairperson briefed the County office staff on the Committee's mandate, as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the office staff to brief the delegation on the staff, facilities and challenges at the office.
31. The County Office Manager, Mr. Samson Omondi Olweru, who was accompanied by other staff, received the delegation and informed the Committee of the following: -
  - i. The Kisumu County Woman Representative operates seven offices—one in each constituency—with a total staff complement of 39 employees. Of these, 20 were paid by the Parliamentary Service Commission (PSC), while the remaining 19 were remunerated by the Honourable Member.
  - ii. The officers expressed appreciation for the shift to monthly salary payments for constituency office staff, noting it as an improvement from the previous quarterly disbursements.
  - iii. The Manager raised concerns over delays in the disbursement of operations funds, which adversely affect office functionality. Nonetheless, staff acknowledged the PSC's provision of Ksh. 150,000 to mitigate penalties arising from such delays.
  - iv. There was no salary increment since September 2022. The County office staff requested a salary review to reflect the rising cost of living and increased taxation.
  - v. The officers reported that the Social Health Insurance Fund (SHIF) offers minimal coverage and limited access to medical facilities, often necessitating medical assistance from the county women representatives.
  - vi. High rental costs posed a significant challenge. Office space in Kisumu town costs approximately Ksh. 90,000 per month, with additional expenses for sub-county offices, yet the PSC allocates only Ksh. 44,100 for rent.
  - vii. The officers requested the reinstatement of allowances for drivers and bodyguards to cover accommodation and meals during official functions.
  - viii. The staff appealed for comprehensive capacity-building and training programs. Currently, only the Personal Assistant to the Member receives training, leaving the rest of the County office staff without professional development opportunities.

### **3.2.3 Kisumu Central Constituency**

32. The Committee visited the office of the Member of Parliament for Kisumu Central Constituency on Sunday, 9<sup>th</sup> June, 2024 at 2.00 p.m. The area Member of Parliament, Hon. Joshua Odongo Oron, MP, was present during the meeting.
33. 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 office Manager to brief the delegation on the staff, facilities and challenges at the office.
34. The Constituency Office Manager, Mr. Nahshon Ngweno, who was accompanied by other staff, received the delegation and informed the Committee of the following: -
- i. The office ensures that all statutory deductions were accurate and remitted in a timely manner.
  - ii. The operations fund was received without significant delays, provided that financial returns were submitted as required.
  - iii. The staff members requested training and capacity-building programs to enhance their professional skills and competencies.
  - iv. The staff also requested for a salary increment to reflect their workload and the rising cost of living.
  - v. The officers expressed concern over the high rental costs in Kisumu Central, emphasizing that the Ksh. 44,100 allocated by the Parliamentary Service Commission (PSC) for office rent was insufficient.

### **Committee Observations**

- i. The Committee observed that the Kisumu Central constituency office was situated in a residential area, with limited space and lacked a designated boardroom for meetings and official engagements.
- ii. The Committee emphasized the importance of establishing proper office infrastructure. It recommended that members to collaborate with the National Government Constituencies Development Fund (NG-CDF) office to construct suitable and dignified office.
- iii. The Committee directed the office Manager to ensure the prudent and accountable utilization of the Ksh. 600,000 allocation for office furniture at the commencement of each parliamentary term.

### **3.3 NAROK COUNTY**

35. The Committee visited the Constituency offices in Narok on Friday, 15<sup>th</sup> November, 2024 and Saturday, 16<sup>th</sup> November, 2024. The inspection visits commenced with the office of Narok South Constituency and thereafter to the office of Narok West Constituency. Further, the

Committee visited Narok North Constituency office and concluded the inspection visit at the office of the Member of Parliament for Narok County.

### **3.3.1 Narok South Constituency**

36. The Committee visited the office of the Member of Parliament for Narok South Constituency, Hon. Kitilai Ole Ntutu, MP on Friday, 15<sup>th</sup> November, 2024 at 9:30 a.m.
37. 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.
38. The Constituency Office Manager, Mr. Maseka Ntekerei Mark, accompanied by other staff, received the delegation and informed the Committee of the following: -
  - i. The office had a staff establishment of twenty-three (23) employees.
  - ii. Salaries were disbursed monthly and on time to all constituency office staff. However, the October 2024 salary was received on 15<sup>th</sup> November, 2024 and the office Manager assured the Committee that staff would be paid on the same day.
  - iii. The Manager reported that there was no salary increments for the constituency office staff since 2022. Officers requested a review of their remuneration to better reflect their workload and the prevailing cost of living.
  - iv. The office inherited historical liabilities from the Kenya Revenue Authority, the National Social Security Fund and the National Hospital Insurance Fund of Ksh. 1,600,000, Ksh. 53,000 and Ksh. 21,000 respectively.
  - v. The Manager successfully cleared the NSSF and NHIF arrears and obtained a compliance certificate. Efforts were underway to clear the remaining KRA balance of Ksh. 341,000.
  - vi. Staff members appealed for a structured capacity-building programs and professional training initiatives aimed at enhancing their skills, effectiveness, and overall service delivery.

### **3.3.2 Narok West Constituency**

39. The Committee visited the office of the Member of Parliament for Narok West Constituency, Hon. Gabriel Tong'oyo, MP on Friday, 15<sup>th</sup> November, 2024 at 11:30 a.m.
40. 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.

41. The Constituency Office Manager was indisposed, and the Personal Assistant to the Member, Mr. Pion Antony, accompanied by other staff, received the delegation and informed the Committee of the following: -
- i. The office maintains a staff establishment of eighteen (18) employees.
  - ii. The Personal Assistant to the Member confirmed that the office received the October 2024 salary on Friday, 15<sup>th</sup> November, 2024, and assured the Committee that all constituency office staff would be paid on the same day.
  - iii. The office was utilizing furniture and equipment procured during the Financial Year 2020/2021. Plans were underway to acquire new furniture for the 13<sup>th</sup> Parliament.
  - iv. The Committee was informed that construction of a new central office block by NG-CDF was on-going. Upon completion, the constituency office would be relocated to the new premises.
  - v. The constituency office was yet to remit gratuity tax amounting to Ksh. 418,623 to the Kenya Revenue Authority.
  - vi. Due to outstanding liabilities of Ksh. 453,760 to KRA and Ksh. 199,800 to the NSSF, the office was unable to obtain compliance certificates from the two statutory bodies. However, the office committed to clearing the balances by 25<sup>th</sup> March, 2025.

#### **Committee Observations**

- i. The Committee observed that despite receiving an allocation of Ksh. 600,000 for office furniture, the constituency office had not yet procured new furniture as required at the start of the 13<sup>th</sup> Parliament.
- ii. The constituency office was located in a remote area, which limits accessibility for the constituents. The Committee emphasized the importance of situating offices in central, well-connected locations to enhance public service.

#### **3.3.3 Narok North Constituency**

42. The Committee visited the office of the Member of Parliament for Narok North Constituency, Hon. Agnes Pareyio, MP, on Friday, 15<sup>th</sup> November, 2024 at 2:30 p.m.
43. 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.
44. The Constituency Office Manager, Mr. Stanley Kiok, accompanied by other staff, received the delegation and informed the Committee of the following: -
- i. The office had a staff establishment of twenty (20) employees, serving six (6) wards and two (2) sub-counties.
  - ii. The office Manager confirmed that salaries were received between the 1<sup>st</sup> and 7<sup>th</sup> of each month and disbursed promptly to all constituency office staff.

- iii. Staff members requested for capacity-building programs and professional trainings to enhance their understanding of roles and improve competencies. Currently, only the Office Manager and the Personal Assistant to the Member participate in training initiatives.
- iv. There was no salary increments since September 2022. Officers requested a review of their remuneration to reflect their workload and the rising cost of living.
- v. The office inherited historical liabilities from the Kenya Revenue Authority, amounting to Ksh 27,000, which were cleared. There were no challenges with remittances of statutory deductions and the office was issued with KRA and NSSF compliance certificates.
- vi. The office inherited historical liabilities from the KRA amounting to Ksh. 27,000, which have since been cleared. The office reported no challenges in remitting statutory deductions and has been issued compliance certificates by both KRA and NSSF.

#### **Committee Observation/Resolution**

- i. The Committee observed that the constituency office is well-equipped with quality furniture and equipment, and features a spacious boardroom suitable for meetings and official functions.
- ii. To address the need for staff development, the Committee resolved to engage both the Constituency Liaison Office and the Centre for Parliamentary Studies and Training to facilitate trainings and capacity-building programs for constituency office staff.

#### **3.3.4 Office of the County Woman Member of Parliament - Narok County**

- 45. The Committee visited the office of the Member of Parliament for Narok County, Hon. Rebecca Tonkei, MP on Saturday, 16<sup>th</sup> November, 2024 at 9:30 a.m.
- 46. The Chairperson briefed the County office staff on the Committee's mandate, as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the office staff to brief the delegation on the staff, facilities and challenges at the office.
- 47. The County Office Manager, Mr. Solomon Taki, accompanied by other staff, received the delegation and informed the Committee of the following: -
  - i. The office had a staff establishment of twenty (20) employees. However, the limited number of personnel posed challenges in effectively covering all six sub-counties within the county.
  - ii. The County Office Manager reported delays in the release of operations funds between July and November 2024, which affected the timely execution of office activities.
  - iii. The County Office Manager confirmed that office files are submitted promptly and that salaries were consistently paid between the 1<sup>st</sup> and 5<sup>th</sup> of each month.

- iv. The officers reported no challenges in remitting statutory deductions and the office was issued with compliance certificates by both KRA and NSSF.
- v. The Manager also reported that there was no salary increment since September 2022. Officers requested a review of their salaries to reflect their workload and the rising cost of living. The officers further requested an increase in the salary allocation to the County Woman Representative's office.
- vi. The officers further requested for capacity-building programs and trainings to enhance their skills and professional competency. Currently, only the Office Manager and the Personal Assistant to the Member participate in such programs.

#### **Committee Observation/Resolution**

- i. The Committee observed that the Constituency office was adequately furnished with quality furniture and equipment, providing a conducive environment for administrative operations.
- ii. The Committee resolved to collaborate with the Constituency Liaison Office and the Centre for Parliamentary Studies and Training to organize structured trainings and capacity-building programs for the County office staff.

### **3.4 BOMET COUNTY**

48. The Committee visited the Constituency/County offices in Bomet on Saturday, 16<sup>th</sup> November, 2024 and Sunday, 17<sup>th</sup> November, 2024. The inspection visits commenced with the office of the Member of Parliament for Konoin Constituency and thereafter to the office of Bomet Central Constituency. Further, the Committee visited the office of the Member of Parliament for Bomet County and concluded the inspection visit at Bomet East Constituency office.

#### **3.4.1 Konoin Constituency**

49. The Committee conducted a visit to the office of the Member of Parliament for Konoin Constituency on Saturday, 16<sup>th</sup> November, 2024 at 2:30 p.m. The area Member of Parliament, Hon. Brighton Yegon, MP—who also serves as a Member of the Committee—was present during the meeting and participated in the discussions.

50. 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.

51. The Constituency Office Manager, Mr. Nicholas K. Too, who was accompanied by other staff, received the delegation and informed the Committee of the following: -

- i. The office had a staff establishment of seven (7) employees.
- ii. The Manager confirmed that office returns were submitted on time and that staff received their October 2024 salaries without delay.

- iii. There was no salary increment since September 2022. The officers requested a salary enhancement to reflect their workload and the rising cost of living.
- iv. The constituency office staff requested for capacity-building programs and professional trainings to improve their skills and competencies. Currently, only the Office Manager and the Personal Assistant to the Member undertake trainings.
- v. The officers expressed concern that their social health insurance medical cover does not match the level of their contributions. They requested that constituency office staff be provided with a comprehensive medical insurance package to ensure adequate healthcare access.

#### **Committee Observation/Conclusion**

- i. The Committee observed that the constituency office was well-equipped with quality furniture and equipment, including a spacious boardroom and adequate lighting.
- ii. The Committee informed the officers that a salary increment had been incorporated into the Financial Year 2024/2025 budget but it was reorganized after the rejection of the Finance Bill, 2024.
- iii. The Committee resolved to engage the Constituency Liaison office and the CPST to explore the possibility of extending training programs to all constituency office staff.

#### **3.4.2 Bomet Central Constituency**

52. The Committee visited the office of the Member of Parliament for Bomet Central Constituency, Hon. Richard Cheruiyot Kilel, MP, on Saturday, 16<sup>th</sup> November, 2024 at 3:30 p.m.
53. 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.
54. The Constituency Office Manager, Mr. Langat K. Zadock, who was accompanied by other staff, received the delegation and informed the Committee of the following: -
- i. The office had a staff establishment of twenty (20) employees.
  - ii. The Manager confirmed that the office returns were submitted on time, and the constituency office staff were paid their salary for October.
  - iii. The office had no challenges with remitting statutory deductions and was issued KRA and NSSF compliance certificates.
  - iv. The Constituency staff appreciated the Parliamentary Service Commission for the timely disbursement of monthly salaries, reiterating that it positively impacted their financial well-being.

- v. There were no annual salary increments for the last two years. The officers requested a review of their salaries to reflect their workload and cost of living.
- vi. The Constituency office staff requested for medical insurance cover to supplement the Social Health Insurance Fund (SHIF) or enhance their SHIF benefits, like the previously enhanced NHIF for civil servants.
- vii. The officers requested for capacity building programs and trainings to enhance their skills and competency.

#### **Committee Observations/Resolution**

- i. The Committee observed that the office had enough quality furniture and equipment.
- ii. The Committee noted that the constituency office was located on the third floor of a building, which poses accessibility challenges for the elderly and persons living with disabilities. In light of this, the Committee urged that the office be relocated to a more accessible and inclusive location to better serve all constituents.
- iii. The Committee informed the officers that a salary increment was incorporated into the Financial Year 2024/2025 budget but it was reorganized after the rejection of the Finance Bill, 2024.
- iv. The Committee resolved to engage the Centre for Parliamentary Studies & Training and the Constituency Liaison office regarding the request for training by the constituency office staff to enhance delivery of services.

#### **3.4.3 Office of the County Woman Member of Parliament - Bomet County**

- 55. The Committee visited the office of the Member of Parliament for Bomet County, Hon. Linet Chepkorir, MP, on Sunday, 17<sup>th</sup> November, 2024 at 10:30 a.m.
- 56. The Chairperson briefed the County office staff on the Committee's mandate, as stipulated under Standing Order 212B, and outlined the objective of the inspection visit. He then invited the office staff to brief the delegation on the staff, facilities and challenges at the office.
- 57. The County Office Manager, Mr. Bett Kipkirui Emmanuel, who was accompanied by other staff, received the delegation and informed the Committee of the following: -
  - i. The office had a staff establishment of fifteen (15) employees, and thus few to travel the entire County.
  - ii. The Manager confirmed that the office files were returned on time, and the staff had been paid their October salaries.
  - iii. The office had no challenges with remitting statutory deductions and was issued with KRA and NSSF compliance certificates.

- iv. There was no salary increment since September 2022. The officers requested for an increase in their salaries to reflect their workload and the cost of living; the office receives Ksh. 811,000 equivalents to that of a single constituency.
- v. The officers lamented that their NHIF cover was not commensurate with their contributions. They requested that the County staff be provided with comprehensive medical insurance cover or have their SHIF benefits enhanced.
- vi. The staff requested capacity-building programs and training to enhance their skills and competency. Currently, only the Office Manager and the Personal Assistant to the Member undertake trainings.

### **Committee Observations**

- i. The Committee observed that the office had quality furniture and equipment.
- ii. The Committee noted that the leased office was not in a convenient building and advised the Manager to liaise with the Member for the construction of a County office through the National Government Affirmative Action Fund.
- iii. The Committee resolved to engage the Centre for Parliamentary Studies & Training, as well as the Constituency Liaison office, regarding the request for training by the County office staff to enhance the delivery of services.
- iv. The Committee informed the officers that a salary increment was factored in the F/Y 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024.

### **3.4.4 Bomet East Constituency**

58. The Committee visited the office of the Member of Parliament for Bomet East Constituency, Hon. Richard Kipkemoi Yegon, MP on Sunday, 17<sup>th</sup> November, 2024 at 2:15 p.m.
59. 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.
60. The Constituency Office Manager, Mr. Kibet Tonui, who was accompanied by other staff, received the delegation and informed the Committee of the following: -
- i. The Manager confirmed that the office returns were submitted on time, and the constituency office staff were paid their salary for October 2024.
  - ii. There was no annual salary increments since September 2022. The officers requested for an increase in their salaries to reflect their workload and the rising cost of living.
  - iii. The staff requested consideration for capacity-building programs and trainings to enhance their skills and competencies. Currently, only the Office Manager and the Personal Assistant to the Member undertake training.

- iv. Officers requested that leave allowances be paid promptly when they proceed on official leave in line with fair labor practices.
- v. The officers raised concerns regarding deductions for the affordable housing levy. The staff questioned the rationale behind their contributions and noted that they are contracted employees and therefore unlikely to benefit from the housing project.
- vi. The officers expressed dissatisfaction with the benefits received under the Social Health Insurance Fund (SHIF), stating that the coverage was not commensurate with their monthly contributions. They requested either an enhancement of SHIF benefits or the provision of a comprehensive medical insurance cover tailored to the needs of constituency office staff.
- vii. The Committee was informed that the Constituency Office Manager, Mr. Kibet Tonui, contributes Ksh. 5,500 monthly to the Social Health Insurance Fund (SHIF), amounting to Ksh. 66,000 annually. Despite this substantial contribution, the Manager was involved in an accident and hospitalized, incurring a medical bill of Ksh. 70,000. SHIF only covered Ksh. 32,000 of the total cost, raising concerns about the adequacy and fairness of the benefits provided under the scheme.

### **Conclusion**

- i. The Constituency Liaison Officer advised the Committee that the disbursement of funds was subject to the availability of the exchequer. In the event of delays in salary payments, offices are expected to utilize the Ksh. 150,000 caution money to settle statutory obligations. Where statutory payments exceed the said amount, office Managers were permitted to supplement the shortfall using the office operations fund.
- ii. The Committee observed that the constituency office was adequately furnished with high-quality furniture and equipment, which includes a spacious boardroom conducive to meetings and administrative functions.
- iii. The Committee informed the officers that a salary increment had been incorporated into the Financial Year 2024/2025 budget but it was reorganized after the rejection of the Finance Bill, 2024.
- iv. In response to staff requests for training and professional development, the Committee resolved to engage both the Centre for Parliamentary Studies and Training and the Constituency Liaison Office to coordinate capacity-building programs aimed at enhancing service delivery within constituency offices.

#### **4.0 COMMITTEE OBSERVATIONS**

61. The Committee made the following observations: -

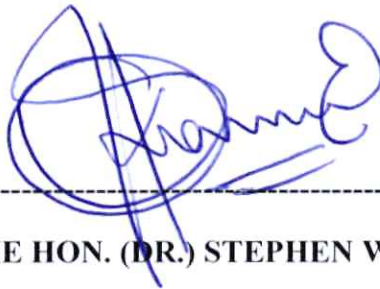
- a) The Committee noted that the Parliamentary Service Commission (PSC) allocates Ksh. 57,750 for rent to constituency offices located in cities, Ksh. 44,100 for those in county headquarters, and Ksh. 36,750 for offices in other areas. However, these allocations were inadequate to meet current rental market demands, and the rates were last reviewed by PSC in July, 2015.
- b) The Committee observed that the emoluments of staff working at Constituency offices had not been enhanced resulting in stagnation of staff remuneration.
- c) The Committee also observed that staff at Constituency offices lacked adequate training to enhance their skills and competencies in receiving and addressing constituents' issues and complaints effectively.
- d) The Committee further observed that the SHIF medical cover, facilities, and services provided to constituency office staff were not commensurate with their contributions, compelling staff to seek alternative medical care.
- e) The Committee further noted that the operations fund was consistently released towards the end of each quarter, thereby disrupting the timely execution of constituency office operations and planned activities.

## 5.0 COMMITTEE RECOMMENDATIONS

62. The Committee made the following recommendations: -

- a) The Parliamentary Service Commission should review and increase the office rent allocations for constituency offices to reflect prevailing market rates. This adjustment is necessary to ensure that the offices can secure suitable premises, particularly in urban and high-demand areas.
- b) The emoluments of the staff working at the County/Constituency offices should be enhanced by the Parliamentary Service Commission to cushion the staff from the ever-escalating cost of living and to motivate them adequately.
- c) The PSC should, through the Centre for Parliamentary Studies and Training, organize seminars and workshops and develop a curriculum for continuous training and capacity building for all staff of the constituency offices of Members.
- d) The Committee also recommends that the Constituency Liaison Office releases operations funds to the constituency offices on a monthly basis. This adjustment would facilitate smoother operations and ensure timely payment of recurring bills and obligations.
- e) The Committee further recommends that the Parliamentary Service Commission, through the Constituency Liaison Office, engage the Social Health Authority to explore the enhancement of medical coverage for Constituency and County office staff in order to ensure that staff receive healthcare services commensurate with their contributions and needs.

SIGNATURE: \_\_\_\_\_




DATE: \_\_\_\_\_

30/09/2025

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

**CHAIRPERSON**

**COMMITTEE ON MEMBERS' SERVICES AND FACILITIES**

 <b>THE NATIONAL ASSEMBLY</b> PAPERS LAID	
DATE: 02 OCT 2025	DAY: Thursday
TABLED BY:	Hon. (Dr.) Stephen Wachira (Chairperson, Committee on Members Services & Facilities)
CLERK OF THE TABLE:	Anastacia

24

The Committee on Members' Services and Facilities report on inspection visits to constituency offices in Siaya, Kisumu, Narok and Bomet counties.



**THE NATIONAL ASSEMBLY  
THIRTEENTH PARLIAMENT – FOURTH SESSION (2025)**

**DIRECTORATE OF AUDIT, APPROPRIATIONS AND GENERAL  
PURPOSE COMMITTEES**

**ADOPTION LIST**











We, the Members of the Committee on Members' Services and Facilities, pursuant to Standing Order 199, adopt the report on the inspection visits to Constituency offices in Siaya, Kisumu, Narok, and Bomet Counties. We affix our signatures to affirm our approval and confirm its accuracy, validity and authenticity.

Date: 12-09-2025

Venue: Kaya Conference Hall, Pride Inn Paradise, M.S.G. Hotel

Time: 2:30 p.m.


S/NO	HON. MEMBER	SIGNATURE
1.	The Hon. (Dr.) Stephen Wachira Karani, MP - Chairperson	
2.	The Hon. Robert Nguni Basil, MP - Vice Chairperson	
3.	The Hon. Feisal Bader Salim, MP	
4.	The Hon. Aramat Lemanken, MP	
5.	The Hon. Brighton Leonard Yegon, MP	

S/NO	HON. MEMBER	SIGNATURE
6.	The Hon. Elisha Ochieng Odhiambo, MP	
7.	The Hon. Elsie Busihile Muhanda, MP	
8.	The Hon. Gathoni Wamuchomba, HSC, MP	
9.	The Hon. Jayne Kihara, MP	
10.	The Hon. Jerusha Momanyi Mongina, MP	
11.	The Hon. Paul Abuor, MP	
12.	The Hon. Ruth Adhiambo Odinga, MP	
13.	The Hon. Augustine Kamande Mwafrika, MP	
14.	The Hon. George Gachagua, MP	
15.	The Hon. Peter Kalerwa Salasya, MP	

Submitted by: Abdrahaman G. Hassan  
Committee Clerk

Signature: 

Date: 15/9/2025

Approved by:   
**DIRECTOR – AUDIT, APPROPRIATIONS  
& GENERAL PURPOSE COMMITTEES**

Date: 16/9/25

**MINUTES OF THE 24<sup>TH</sup> SITTING (FOURTH SESSION) OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON FRIDAY, 12<sup>TH</sup> SEPTEMBER, 2025 IN KAYA CONFERENCE HALL, PRIDE INN PARADISE RESORT, MOMBASA AT 2.30 P.M.**

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**PRESENT**

1. Hon. (Dr.) Stephen Wachira Karani, CBS, MP - **Chairperson**
2. Hon. Robert Ngui Basil, MP - **Vice Chairperson**
3. Hon. Feisal Bader Salim, MP
4. Hon. Aramat Lemanken, MP
5. Hon. Brighton Leonard Yegon, MP
6. Hon. Elisha Ochieng Odhiambo, MP
7. The Hon. Elsie Busihile Muhanda, MP
8. The Hon. Jayne Kihara Wanjiru Njeri, MP
9. The Hon. Ruth Adhiambo Odinga, MP
10. The Hon. Augustine Kamande Mwafrika, MP
11. The Hon. George Gachagua, MP
12. The Hon. Peter Kalerwa Salasya, MP

**APOLOGIES**

1. The Hon. Jerusha Momanyi Mongina, MP
2. The Hon. Paul Abuur, MP
3. The Gathoni Wamuchomba, HSC, 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. Arkan Mumin          | - | Research Officer III            |
| 5. Mr. Kevin Obilo          | - | Media Relations Assistant       |
| 6. Ms. Naom Onsomu          | - | Public Communications Assistant |
| 7. Ms. Rahab Chepkilim      | - | Audio Officer II                |
| 8. Ms. Yasmin Hassan        | - | Assistant Sergeant-at-Arms      |
| 9. Ms. Beatrice Auma        | - | Executive Secretary             |

**MIN.NO.NA/DAA&GPC/MSF/2025/135**

**PRELIMINARIES**

The Chairperson called the meeting to order at half past two (2.30 p.m.) and said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/MSF/2025/136**

**ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by the Hon. George Gachagua, MP, and seconded by the Hon. Elisha Ochieng Odhiambo, MP.

**MIN.NO.NA/DAA&GPC/MSF/2025/137**

**CONFIRMATION OF MINUTES OF PREVIOUS SITTINGS**

The agenda item was deferred to the next sitting.

**MIN.NO.NA/DAA&GPC/MSF/2025/138**

**ADOPTION OF THE REPORT ON INSPECTION VISITS TO CONSTITUENCY OFFICES IN SIAYA, KISUMU, NAROK AND BOMET COUNTIES**

The Committee members present considered and unanimously adopted the report on inspection visits to constituency offices in Siaya, Kisumu, Narok and Bomet Counties, as proposed by the Hon. Brighton Leonard Yegon, M.P, and seconded by the Hon. Ruth Adhiambo Odinga, M.P, with the following observations and recommendations: -

**Committee Observations**

1. The Committee noted that the Parliamentary Service Commission (PSC) allocates Ksh. 57,750 for rent to constituency offices located in cities, Ksh. 44,100 for those in county headquarters, and Ksh. 36,750 for offices in other areas. However, these allocations were inadequate to meet current rental market demands, and the rates were last reviewed by PSC in July, 2015.
2. The Committee observed that the emoluments of staff working at Constituency offices had not been enhanced resulting in stagnation of staff remuneration.
3. The Committee also observed that staff at Constituency offices lacked adequate training to enhance their skills and competencies in receiving and addressing constituents' issues and complaints effectively.
4. The Committee further observed that the SHIF medical cover, facilities, and services provided to constituency office staff were not commensurate with their contributions, compelling staff to seek alternative medical care.
5. The Committee further noted that the operations fund was consistently released towards the end of each quarter, thereby disrupting the timely execution of constituency office operations and planned activities.

**Committee Recommendations**

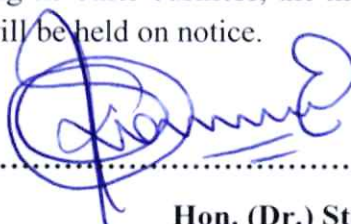
1. The Parliamentary Service Commission should review and increase the office rent allocations for constituency offices to reflect prevailing market rates. This adjustment is necessary to ensure that the offices can secure suitable premises, particularly in urban and high-demand areas.
2. The emoluments of the staff working at the County/Constituency offices should be enhanced by the Parliamentary Service Commission to cushion the staff from the ever-escalating cost of living and to motivate them adequately.
3. The PSC should, through the Centre for Parliamentary Studies and Training, organize seminars and workshops and develop a curriculum for continuous training and capacity building for all staff of the constituency offices of Members.
4. The Committee also recommends that the Constituency Liaison Office releases operations funds to the constituency offices on a monthly basis. This adjustment would facilitate smoother operations and ensure timely payment of recurring bills and obligations.
5. The Committee further recommends that the Parliamentary Service Commission, through the Constituency Liaison Office, engage the Social Health Authority to explore the enhancement of medical coverage for Constituency office staff in order to ensure that staff receive healthcare services commensurate with their contributions and needs.

**MIN.NO.NA/DAA&GPC/MSF/2025/139**

**ADJOURNMENT AND DATE OF THE  
NEXT SITTING**

There being no other business, the meeting was adjourned at four o'clock (4.00 p.m.). The next meeting will be held on notice.

Signed: ..... Date: .....



30/09/2025

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

**MINUTES OF THE 38<sup>TH</sup> SITTING (THIRD SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON SUNDAY, 17<sup>TH</sup> NOVEMBER, 2024 IN BOMET EAST CONSTITUENCY OFFICE AT 2:15 P.M.**

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**PRESENT**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Elisha Ochieng Odhiambo, M.P.
5. Hon. Jerusha Momanyi Mongina, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.
7. Hon. Robert Ngui Basil, M.P.

**APOLOGIES**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party
2. Hon. Col. (Rtd.) Dido Ali Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elsie Busihile Muhanda, M.P.
6. Hon. Paul Abuor, M.P.
7. Hon. Peter Lochakapong, M.P.
8. Hon. Ruth Adhiambo Odinga, M.P.

**IN-ATTENDANCE**

**COMMITTEE SECRETARIAT**

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Ms. Nancy Chepkemoi - Legal Counsel II
3. Ms. Naom Onsomu - Public Communications Assistant
4. Mr. Kevin Obilo - Media Relations Assistant
5. Ms. Rahab Chepkilim - Audio Officer II

**CONSTITUENCY LIAISON OFFICE**

- Mr. Alex Gitaari - Constituency Liaison Officer III

**BOMET EAST CONSTITUENCY OFFICE**

1. Mr. Kibet Tonui - Constituency Office Manager
2. Mrs. Beatrice Chemutai - Assistant Accountant
3. Mr. Molel Mike - Liaison Officer
4. Mr. Kiprono Charles Rotich - Liaison Officer

**MIN.NO.NA/DAA&GPC/CMSF/2024/198**

**PRELIMINARIES**

The Chairperson called the meeting to order at quarter past two (2:15 p.m.) and the Hon. Jerusha Momanyi, MP, said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/CMSF/2024/199**

**ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by the Hon. Jerusha Momanyi, MP and seconded by the Hon. Brighton Yegon, MP.

**MIN.NO.NA/DAA&GPC/CMSF/2024/200**

**CONFIRMATION OF MINUTES OF PREVIOUS SITTING**

The agenda item was differed to the next Sitting.

**MIN.NO.NA/DAA&GPC/CMSF/2024/201**

**INSPECTION VISIT TO BOMET EAST CONSTITUENCY OFFICE**

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 Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. Kibet Tonui, accompanied by other staff thanked the delegation for the visit and informed the Committee of the following: -

- i. The Manager confirmed that the office files returns on time and the staff had been paid their October salaries. However, there was delay in disbursement of August salary
- ii. There were no annual salary increments for the last two years - The officers requested for enhancement of their salaries to reflect their workload and cost of living
- iii. The staff requested to be considered for capacity-building programs and trainings in order to enhance their skills and competency. Currently, the Office Manager and the Personal Assistant to the Member undertake trainings
- iv. The officers requested to be paid their leave allowances when one is proceeding for leave
- v. The officers questioned their payment of the affordable housing levy yet they are contracted staff and therefore unlikely to benefit from any contributions made towards the housing project.
- vi. The officers lamented that their Social Health Insurance Fund (SHIF) benefits is not commensurate to their monthly contributions, and requested for enhancement of the same or provision of a comprehensive medical insurance cover for the constituency office staff
- vii. The Constituency Office Manager pays Ksh. 5,500 monthly for SHIF which translates to Ksh. 66,000 annually. However, the Manager was involved in an accident and out of the hospital charges of Ksh. 70,000, SHIF paid an a paltry Ksh. 32,000.

**Conclusion**

- i. The Committee observed that the office had enough quality furniture and equipment with spacious boardroom.
- ii. The Committee informed the officers that salary increment was factored in the F/Y 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024.
- iii. The Constituency Liaison Officer advised that payment of funds was subject to availability of exchequer and the offices should use the Ksh.150,000 caution money to sort out statutory payments in case of delays in disbursement of salary funds. The Liaison Officer also

informed the Committee that where the total amount of statutory payments surpasses the Ksh.150,000, the Managers were allowed to top up the extra amount using office operations fund.

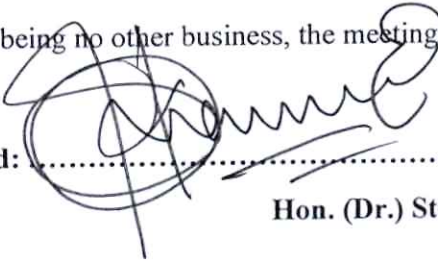
- iv. The Committee resolved to engage the Centre for Parliamentary Studies & Training and the Constituency Liaison office regarding the request for training by the constituency office staff to enhance delivery of services.
- v. The Committee will discuss the contributions of the housing levy fund by the constituency office staff with the Departmental Committees on Health, and Housing, Urban Planning & Public Works.

MIN.NO.NA/DAA&GPC/CMSF/2024/202

ADJOURNMENT

There being no other business, the meeting was adjourned at twenty minutes past three (3:20 p.m.).

Signed: .....



Date: .....

28/04/2025

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

**MINUTES OF THE 37<sup>TH</sup> SITTING (THIRD SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON SUNDAY, 17<sup>TH</sup> NOVEMBER, 2024 IN BOMET COUNTY MEMBER OF PARLIAMENT OFFICE AT 10:30 A.M.**

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**PRESENT**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Elisha Ochieng Odhiambo, M.P.
5. Hon. Jerusha Momanyi Mongina, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.
7. Hon. Robert Ngui Basil, M.P.

**APOLOGIES**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party
2. Hon. Col. (Rtd.) Dido Ali Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elsie Busihile Muhanda, M.P.
6. Hon. Paul Abuor, M.P.
7. Hon. Peter Lochakapong, M.P.
8. Hon. Ruth Adhiambo Odinga, M.P.

**IN-ATTENDANCE**

**COMMITTEE SECRETARIAT**

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Ms. Nancy Chepkemoi - Legal Counsel II
3. Ms. Naom Onsomu - Public Communications Assistant
4. Mr. Kevin Obilo - Media Relations Assistant
5. Ms. Rahab Chepkilim - Audio Officer II

**CONSTITUENCY LIAISON OFFICE**

Mr. Alex Gitaari - Constituency Liaison Officer III

**BOMET COUNTY MEMBER OF PARLIAMENT OFFICE**

1. Mr. Bett Kipkirui Emmanuel - County Office Manager
2. Mr. Maritim Josphat - County Coordinator
3. Mr. Kipngetich Isaiah - Office Researcher
4. Mr. Kirui Kelvin - Media Officer
5. Mr. Evans K. Ngetich - Office Clerk
6. Mr. Cosmas Ronoh - Office Secretary
7. Mrs. Purity Labos - Receptionist

**MIN.NO.NA/DAA&GPC/CMSF/2024/193**

**PRELIMINARIES**

The Chairperson called the meeting to order at half past ten (10:30 a.m.) and the Hon. Jerusha Momanyi, MP, said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/CMSF/2024/194**

**ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by the Hon. Brighton Yegon, MP and seconded by the Hon. Elisha Ochieng, MP.

**MIN.NO.NA/DAA&GPC/CMSF/2024/195**

**CONFIRMATION OF MINUTES OF PREVIOUS SITTING**

The agenda item was differed to the next Sitting.

**MIN.NO.NA/DAA&GPC/CMSF/2024/196**

**INSPECTION VISIT TO BOMET COUNTY MEMBER OF PARLIAMENT OFFICE**

The Chairperson briefed the County 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 Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The County Office Manager, Mr. Bett K. Emmanuel, accompanied by other staff thanked the delegation for the visit and informed the Committee of the following: -

- i. The office has a staff establishment of fifteen (15) employees and thus few to traverse the entire County
- ii. The Manager confirmed that the office files returns on time and the staff had been paid their October salaries
- iii. The office had no challenges on remittances of statutory deductions and was issued with KRA and NSSF compliance certificates
- iv. There were no annual salary increments for the last two years - The officers requested for enhancement of their salaries to reflect their workload and cost of living; the office receives Ksh. 811,000, equivalent to that of a single constituency
- v. The officers lamented that their NHIF cover was not commensurate to their contributions and requested for the County staff to be provided with a comprehensive medical insurance cover or enhance their SHIF benefits
- vi. The staff requested for capacity-building programs and trainings in order to enhance their skills and competency. Currently, the Office Manager and the Personal Assistant to the Member undertake trainings
- vii. The County staff are contracted by the Members of Parliament and completion of their contract period was not guaranteed and requested to be employed on permanent and pensionable terms by the Parliamentary Service Commission (PSC)
- viii. Due to their terms of service and the lack of memorandum of understanding between PSC and commercial banks, the county office staff cannot access loan facilities from banks. The officers are however eligible for salary advance.

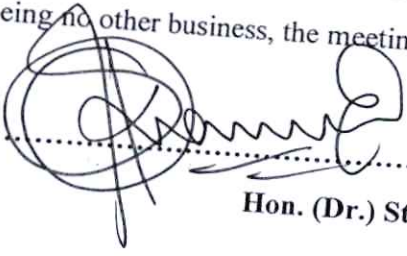
**Conclusion**

- i. The Committee observed that the office had quality furniture and equipment.
- ii. The Committee noted that the leased office was not in a convenient building and advised the Manager to liaise with the Member for construction of a County office through the National Government Affirmative Action Fund.
- iii. The Committee resolved to engage the Centre for Parliamentary Studies & Training and the Constituency Liaison office regarding the request for training by the County office staff to enhance delivery of services.
- iv. The Committee informed the officers that salary increment was factored in the F/Y 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024.
- v. Regarding the request for employment on permanent terms, the officers were reminded that they are contractual staff employed by the Member of Parliament, and that they would cease to be employees when the Member vacates office or their contract ends.

MIN.NO.NA/DAA&GPC/CMSF/2024/197

ADJOURNMENT

There being no other business, the meeting was adjourned at ten minutes to noon (11:50 a.m.).

Signed:  Date: 24/04/2024  
Hon. (Dr.) Stephen Wachira Karani, MP  
(Chairperson)

**MINUTES OF THE 36<sup>TH</sup> SITTING (THIRD SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON SATURDAY, 16<sup>TH</sup> NOVEMBER, 2024 IN KONOIN AND BOMET CENTRAL CONSTITUENCY OFFICES AT 2:30 P.M.**

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**PRESENT**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Elisha Ochieng Odhiambo, M.P.
5. Hon. Jerusha Momanyi Mongina, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.
7. Hon. Robert Ngui Basil, M.P.

**APOLOGIES**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party
2. Hon. Col. (Rtd.) Dido Ali Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elsie Busihile Muhanda, M.P.
6. Hon. Paul Abuor, M.P.
7. Hon. Peter Lochakapong, M.P.
8. Hon. Ruth Adhiambo Odinga, M.P.

**IN-ATTENDANCE**

**COMMITTEE SECRETARIAT**

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Ms. Nancy Chepkemoi - Legal Counsel II
3. Ms. Naom Onsomu - Public Communications Assistant
4. Mr. Kevin Obilo - Media Relations Assistant
5. Ms. Rahab Chepkilim - Audio Officer II

**CONSTITUENCY LIAISON OFFICE**

Mr. Alex Gitaari - Constituency Liaison Officer III

**KONOIN CONSTITUENCY OFFICE**

1. Mr. Nicholas K. Too - Constituency Office Manager
2. Mrs. Anneth Chepkorir - Liaison Officer
3. Mr. Kipkoech Raymond - Constituency Coordinator
4. Mr. Nicholas K. Sigei - Ward Representative

**BOMET CENTRAL CONSTITUENCY OFFICE**

1. Mr. Langat K. Zadock - Constituency Office Manager
2. Mr. Kiprotich Bett - Coordinator
3. Mr. Dennis Chirchir - Coordinator
4. Mr. Robert Kirui - Coordinator
5. Mr. Eliahim H. Mwtai - Coordinator
6. Mr. Chepngeno Chumo - Welfare
7. Mrs. Mercy Chemutai - Office Secretary

**MIN.NO.NA/DAA&GPC/CMSF/2024/187**

**PRELIMINARIES**

The Chairperson called the meeting to order at twenty-five minutes to three (2:35 p.m.) and the Hon. Brighton Yegon, MP said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/CMSF/2024/188**

**ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by the Hon. Jerusha Momanyi, MP and seconded by the Hon. Elisha Ochieng, MP.

**MIN.NO.NA/DAA&GPC/CMSF/2024/189**

**CONFIRMATION OF MINUTES OF PREVIOUS SITTING**

The agenda item was differed to the next Sitting.

**MIN.NO.NA/DAA&GPC/CMSF/2024/190**

**INSPECTION VISIT TO KONON  
CONSTITUENCY OFFICE, MOGOGOSIEK**

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 Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. Nicholas K. Too, accompanied by other staff thanked the delegation for the visit and informed the Committee of the following: -

- i. The office has staff establishment of seven (7) employees
- ii. The Manager confirmed that the office files returns on time and the staff had been paid their October salaries
- iii. There were no annual salary increments for the last two years - The officers requested for enhancement of their salaries to reflect their workload and cost of living
- iv. The staff requested to be considered for capacity-building programs and trainings in order to enhance their skills and competency. Currently, the Office Manager and the Personal Assistant to the Member undertake trainings
- v. The officers lamented that their NHIF cover is not commensurate to their contributions and requested for the Constituency staff to be provided with a comprehensive medical insurance cover.

**Conclusion**

- i. The Committee observed that the office had enough quality furniture and equipment, with adequate boardroom and good lighting
- ii. The Committee informed the office staff that salary increment was factored in the F/Y 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024
- i. The Committee resolved to engage the Constituency Liaison office regarding the request for extending training programs to the constituency office staff.

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 staff to apprise the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager Mr. Langat K. Zadock, accompanied by other staff welcomed Members and informed the Committee of the following: -

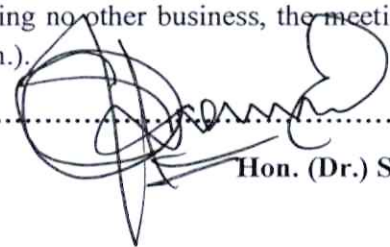
- i. The office has a staff establishment of twenty (20) employees
- ii. The Manager confirmed that the office files returns on time and the staff had been paid their October salaries
- iii. The Constituency staff appreciated the Parliamentary Service Commission for timely disbursement of salary on monthly basis reiterating that it positively impacted their financial wellbeing
- iv. There were no annual salary increments for the last two years - The officers requested for review of their salaries to reflect their workload and cost of living
- v. The Constituency office staff requested for a medical insurance cover to supplement the Social Health Insurance Fund (SHIF) or enhance their SHIF benefits like the previously enhanced NHIF for civil servants
- vi. The officers requested for capacity-building programs and trainings in order to enhance their skills and competency
- vii. The office had no challenges on remittances of statutory deductions and was issued with KRA and NSSF compliance certificates.

**Conclusion**

- i. The Committee observed that the office had enough quality furniture and equipment.
- ii. The Committee noted that the constituency office, which was situated on 3<sup>rd</sup> floor of a building, was not convenient for the elderly and persons living with disability, and urged for relocating the office to a convenient location.
- iii. The Committee resolved to engage the Centre for Parliamentary Studies & Training and the Constituency Liaison office regarding the request for training by the constituency office staff to enhance delivery of services.
- iv. The Committee informed the officers that salary increment was factored in the Financial Year 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024.

There being no other business, the meeting was adjourned at twenty-five minutes past four o'clock (4:25 p.m.).

Signed: ..... Date: 24/04/2025



Hon. (Dr.) Stephen Wachira Karani, MP

(Chairperson)

**MINUTES OF THE 35<sup>TH</sup> SITTING (THIRD SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON SATURDAY, 16<sup>TH</sup> NOVEMBER 2024 IN NAROK COUNTY MEMBER OF PARLIAMENT OFFICE AT 9:30 A.M.**

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**PRESENT**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Elisha Ochieng Odhiambo, M.P.
5. Hon. Jerusha Momanyi Mongina, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.
7. Hon. Robert Ngui Basil, M.P.

**APOLOGIES**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party
2. Hon. Col. (Rtd.) Dido Ali Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elsie Busihile Muhanda, M.P.
6. Hon. Paul Abuor, M.P.
7. Hon. Peter Lochakapong, M.P.
8. Hon. Ruth Adhiambo Odinga, M.P.

**IN-ATTENDANCE**

**COMMITTEE SECRETARIAT**

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Ms. Nancy Chepkemoi - Legal Counsel II
3. Ms. Naom Onsomu - Public Communications Assistant
4. Mr. Kevin Obilo - Media Relations Assistant
5. Ms. Rahab Chepkilim - Audio Officer II

**CONSTITUENCY LIAISON OFFICE**

- Mr. Alex Gitaari - Constituency Liaison Officer III

**NAROK COUNTY MEMBER OF PARLIAMENT OFFICE**

1. Mr. Solomon Taki - County Office Manager
2. Mrs. Hellen Kerempe - Personal Assistant to the Member
3. Mr. Lialo Dickson - Ward Coordinator
4. Mr. Sammy Sena - Ward Coordinator
5. Mrs. Irene Ketere - Ward Coordinator
6. Mrs. Lorna Sein - Ward Coordinator
7. Mr. John Dickir - Coordinator
8. Mr. Joshua Saitoti Saniet - Office Coordinator
9. Mr. Jacob Siololo - Accountant
10. Ms. Ashley Kilesi - Office Admin
11. Mrs. Mary Marpe - Office Worker
12. Mrs. Susan Yenke - Assistant Secretary

**MIN.NO.NA/DAA&GPC/CMSF/2024/182**

**PRELIMINARIES**

The Chairperson called the meeting to order at twenty minutes to ten (9:40 a.m.) and the Hon. Elisha Ochieng, MP said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/CMSF/2024/183**

**ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by the Hon. Feisal Bader, MP, Vice Chairperson and seconded by the Hon. Brighton Yegon, MP.

**MIN.NO.NA/DAA&GPC/CMSF/2024/184**

**CONFIRMATION OF MINUTES OF PREVIOUS SITTING**

The agenda item was deferred to the next Sitting.

**MIN.NO.NA/DAA&GPC/CMSF/2024/185**

**INSPECTION VISIT TO NAROK COUNTY MEMBER OF PARLIAMENT OFFICE**

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 Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The County Office Manager, Mr. Solomon Taki, accompanied by other staff thanked the delegation for the visit and informed the Committee of the following: -

- i. The office has staff establishment of twenty (20) employees hence difficult to traverse the entire county which has six sub-counties
- ii. There were delays in release of funds for operations from July to November, 2024
- iii. The Committee confirmed that the office had enough quality furniture and equipment
- iv. The Manager confirmed that the office files returns on time and salaries are paid between 1<sup>st</sup> and 5<sup>th</sup> of every month
- v. There are no current challenges on remittances of statutory deductions, and the office has been issued with KRA and NSSF compliance certificates
- vi. There were no annual salary increments for the last two years - The officers requested for enhancement of their salaries to reflect their workload and cost of living
- vii. The officers requested for an increase in salary allocation to County Women Representative offices noting that they receive Ksh. 811,000, similar to that of a single constituency
- viii. Staff requested to be considered for employment on permanent and pensionable terms by the Parliamentary Service Commission (PSC). The officers were reminded that they are contractual staff employed by the Member of Parliament but were encouraged to apply for vacancies when advertised by PSC
- ix. The staff requested to be considered for capacity-building programs, trainings and workshops in order to enhance their skills and competency. Currently, the Office Manager and the Personal Assistant to the Member undertake trainings.

**Conclusion**

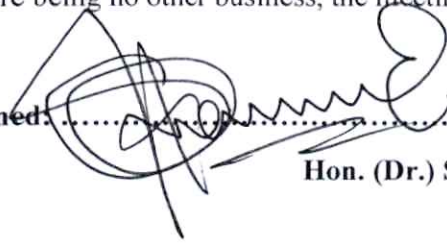
- i. The Committee informed the office staff that salary increment was factored in the F/Y 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024
- ii. The Committee resolved to engage the Constituency Liaison office regarding the request for extending training programs for the constituency office staff.

MIN.NO.NA/DAA&GPC/CMSF/2024/186

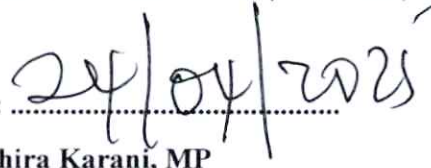
ADJOURNMENT

There being no other business, the meeting was adjourned at Eleven o'clock (11:00 a.m.).

Signed: .....



Date: .....



Hon. (Dr.) Stephen Wachira Karani, MP

(Chairperson)

**MINUTES OF THE 34<sup>TH</sup> SITTING (THIRD SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON FRIDAY, 15<sup>TH</sup> NOVEMBER, 2024 IN NAROK NORTH CONSTITUENCY OFFICE AT 2:30 P.M.**

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**PRESENT**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Elisha Ochieng Odhiambo, M.P.
5. Hon. Jerusha Momanyi Mongina, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.
7. Hon. Robert Ngui Basil, M.P.

**APOLOGIES**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party
2. Hon. Col. (Rtd.) Dido Ali Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elsie Busihile Muhanda, M.P.
6. Hon. Paul Abuor, M.P.
7. Hon. Peter Lochakapong, M.P.
8. Hon. Ruth Adhiambo Odinga, M.P.

**IN-ATTENDANCE**

**COMMITTEE SECRETARIAT**

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Ms. Nancy Chepkemoi - Legal Counsel II
3. Ms. Naom Onsomu - Public Communications Assistant
4. Mr. Kevin Obilo - Media Relations Assistant
5. Ms. Rahab Chepkilim - Audio Officer II

**CONSTITUENCY LIAISON OFFICE**

- Mr. Alex Gitaari - Constituency Liaison Officer III

**NAROK NORTH CONSTITUENCY OFFICE**

1. Mr. Stanley Kiok - Office Manager
2. Mr. David Naikumi - Assistant Manager
3. Mr. Philemon Lemein - Personal Assistant to the Member
4. Mr. Edward Nkoora - Clerical Officer
5. Ms. Neema Rakua - Clerical Officer
6. Mr. Kosen P. Billy - Clerical Officer
7. Ms. Janet Koroe - Office Assistant
8. Ms. Jecinta Maina - Office Assistant
9. Ms. Tabitha Ntatia - Office Assistant
10. Ms. Loice Kimorgo - Office Assistant
11. Mr. Jackson Kerema - Office Assistant
12. Ms. Purity Kudate - Office Assistant
13. Ms. Felister Sialo Salaon - Office Secretary
14. Mr. Korio Ngayami - Security Officer

**MIN.NO.NA/DAA&GPC/CMSF/2024/177**

**PRELIMINARIES**

The Chairperson called the meeting to order at twenty-five minutes to three (2:35 p.m.) and the Hon. Feisal Bader, M.P, Vice Chairperson, said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/CMSF/2024/178**

**ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by the Hon. Brighton Yegon, MP, and seconded by the Hon. Elisha Ochieng, MP.

**MIN.NO.NA/DAA&GPC/CMSF/2024/179**

**CONFIRMATION OF MINUTES OF PREVIOUS SITTING**

The agenda item was deferred to the next sitting.

**MIN.NO.NA/DAA&GPC/CMSF/2024/180**

**INSPECTION VISIT TO NAROK NORTH CONSTITUENCY OFFICE**

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. Stanley Kiok, accompanied by other constituency staff thanked the delegation for the visit and informed the Committee of the following: -

- i. The office has staff establishment of twenty (20) employees covering six (6) Wards and two (2) sub-counties
- ii. The Manager confirmed that salaries are received between 1<sup>st</sup> and 7<sup>th</sup> of every month and disbursed on time to all constituency office staff
- iii. The staff requested for capacity-building programs and trainings to help them understand their roles better and enhance their skills and competency. Currently, the Office Manager and the Personal Assistant to the Member undertake trainings
- iv. There were no salary increments for the last two years - The officers requested for enhancement of their salaries to reflect their workload and cost of living. They also claimed that their remuneration structure was not based on the academic qualification and positions held
- v. The office inherited historical liabilities from the Kenya Revenue Authority amounting to Ksh. 27,000 which was cleared. There are no current challenges on remittances of statutory deductions, and the office was issued with KRA and NSSF compliance certificates
- vi. The officers lamented that the Constituency is vast and their current staff establishment of twenty officers is not adequate to reach out to all the constituents as it poses a challenge in operations and delivery of services.
- vii. Staff claimed that they were not given facilitation allowances and airtime when they travel out of the constituency office for official duties.

## Conclusion

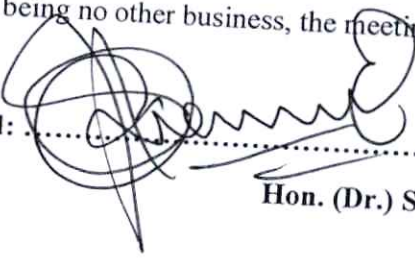
- i. The Committee informed the officers that salary increment was factored in the F/Y 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024.
- ii. The Committee observed that the Constituency office had enough quality furniture and equipment, with spacious boardroom.
- iii. The Committee resolved to engage the Constituency Liaison office and the Centre for Parliamentary Studies and Training so as to organize trainings and capacity building programs for the constituency office staff.

MIN.NO.NA/DAA&GPC/CMSF/2024/181

## ADJOURNMENT

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

Signed: .....



Date: .....

24/04/2025

Hon. (Dr.) Stephen Wachira Karani, MP

(Chairperson)

**MINUTES OF THE 33<sup>RD</sup> SITTING (THIRD SESSION) OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON FRIDAY, 15<sup>TH</sup> NOVEMBER 2024 IN NAROK SOUTH (OLULUNGA) AND NAROK WEST (LEMEK) CONSTITUENCY OFFICES AT 9.30 A.M.**

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**PRESENT**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Elisha Ochieng Odhiambo, M.P.
5. Hon. Jerusha Momanyi Mongina, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.
7. Hon. Robert Ngui Basil, M.P.

**APOLOGIES**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party
2. Hon. Col. (Rtd.) Dido Ali Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elsie Busihile Muhanda, M.P.
6. Hon. Paul Abuor, M.P.
7. Hon. Peter Lochakapong, M.P.
8. Hon. Ruth Adhiambo Odinga, M.P.

**IN-ATTENDANCE**

**COMMITTEE SECRETARIAT**

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Ms. Nancy Chepkemoi - Legal Counsel II
3. Ms. Naom Onsomu - Public Communications Assistant
4. Mr. Kevin Obilo - Media Relations Assistant
5. Ms. Rahab Chepkilim - Audio Officer II

**CONSTITUENCY LIAISON OFFICE**

- Mr. Alex Gitaari - Constituency Liaison Officer III

**NAROK SOUTH CONSTITUENCY OFFICE**

1. Mr. Maseka Ntekerei Mark - Office Manager
2. Mr. Mpusia Jonathan Mwala - Ward Coordinator
3. Mr. Naikuni Swakei Jackson - Ward Coordinator
4. Mrs. Doreen Seela Koriata - Record Keeping Officer

**NAROK WEST CONSTITUENCY OFFICE**

1. Mr. Pion Antony - Personal Assistant
2. Mr. Josphat Letoluo - Ward Coordinator
3. Mr. Charles Pesi - Ward Coordinator
4. Mr. Brian L. Aram - Protocol Officer

**MIN.NO.NA/DAA&GPC/CMSF/2024/171**

**PRELIMINARIES**

The Chairperson called the meeting to order at half past nine (9:30 a.m.) and the Hon. Anne Muratha, MP, said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/CMSF/2024/172**

**ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by the Hon. Feisal Bader, MP, Vice Chairperson and seconded by the Hon. Anne Muratha, MP.

**MIN.NO.NA/DAA&GPC/CMSF/2024/173**

**CONFIRMATION OF MINUTES OF PREVIOUS SITTING**

The agenda item was differed to the next sitting.

**MIN.NO.NA/DAA&GPC/CMSF/2024/174**

**INSPECTION VISIT TO NAROK SOUTH CONSTITUENCY OFFICE, OLULUNGA**

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. Maseka Ntekerei Mark accompanied by other constituency staff thanked the delegation for the visit and informed the Committee of the following: -

- i. The office has a staff establishment of twenty-three (23) employees
- ii. The office had sufficient furniture and equipment that were procured in early 2023
- iii. Salaries are received monthly and disbursed on time to all constituency office staff. The office received the October salary on 15<sup>th</sup> November, 2024 and the Manager assured the Committee to pay the staff on the same day
- iv. The office inherited historical liabilities from Kenya Revenue Authority, National Social Security Fund and National Hospital Insurance Fund of Kshs. 1.6 million, Kshs 53,000 and Kshs. 21,000 respectively
- v. The office cleared the NSSF and NHIF arrears and was issued with a compliance certificate. The Manager was in the process of clearing an outstanding KRA balance of Ksh. 341,000
- vi. The staff were not provided with facilitation allowances when they travel outside their work station for constituency assignment.
- vii. The officers claimed that their remuneration and salary structure was not based on the academic qualifications and position held, and that their duties and responsibilities were not clear
- viii. There were no salary increments for the last two years - The officers requested for enhancement of their salaries to reflect their workload and cost of living
- ix. The staff requested for organized capacity-building programs and trainings to enhance their skills and effectiveness.

## Conclusion

- i. The Committee explained to the staff that it's their employer (Member of Parliament) who was in charge of their remuneration and allocation of duties, and were advised to discuss the same with the Member.
- ii. The Committee informed the office staff that salary increment was factored in the Financial Year 2024/2025 budget that was reorganized after the rejection of the Finance Bill, 2024.

MIN.NO.NA/DAA&GPC/CMSF/2024/175

## INSPECTION VISIT TO NAROK WEST CONSTITUENCY OFFICE, LEMEK

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 staff to brief the delegation on the staff, facilities and challenges at the office.

The Committee was informed that the Manager was indisposed and Mr. Pion Antony, Personal Assistant to the Member of Parliament, accompanied by constituency staff informed the Committee of the following: -

- i. The office has staff establishment of eighteen (18) employees
- ii. The Personal Assistant confirmed that the office received the October salary on 15<sup>th</sup> November, 2024 and would proceed to pay the staff later in the same day
- iii. The Personal Assistant stated that the office was using furniture and equipment purchased in the Financial Year 2020/2021
- iv. The Personal Assistant informed the Committee that construction of a new central office block owned by NG-CDF is ongoing and will relocate to the new office once complete.
- v. The Constituency office had not remitted gratuity tax amounting to Ksh. 418,623 to Kenya Revenue Authority
- vi. The office could not obtain compliance certificates from KRA and NSSF due to liabilities owed of Ksh. 453,760 and 199,800 respectively, which the office committed to clear by 25<sup>th</sup> March, 2025.

## Conclusion

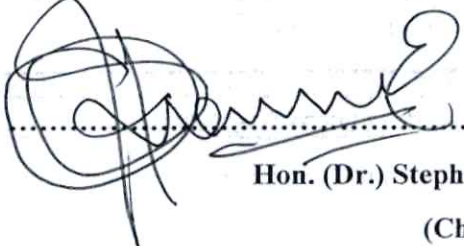
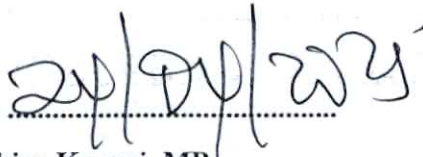
- i. The Committee noted that the office was yet to purchase new furniture despite receiving the Ksh. 600,000 allocation for furniture
- ii. The Committee also noted that the current office is in a remote area which is not accessible by majority of the staff and constituents
- iii. The Committee further observed that the Manager filed returns for October late and the Constituency staff received their salary on Friday, 15<sup>th</sup> November, 2024
- iv. The Committee directed the Personal Assistant to the Member to inform the Manager to file returns on time to enhance payment of staff salaries by 5<sup>th</sup> of every month.

*Salim  
Nante*

MIN.NO.NA/DAA&GPC/CMSF/2024/176

ADJOURNMENT

There being no other business, the meeting was adjourned at one o'clock (1:00 p.m.).

Signed:  Date: 

Hon. (Dr.) Stephen Wachira Karani, MP

(Chairperson)

**MINUTES OF THE 19<sup>TH</sup> SITTING (THIRD SESSION) OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON SUNDAY, 9<sup>TH</sup> JUNE 2024 IN KISUMU CENTRAL CONSTITUENCY OFFICE AT 2.00 P.M.**

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**PRESENT**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party/*Chairing*
2. Hon. (Rtd.) Col. Dido Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elisha Ochieng Odhiambo, M.P.
6. Hon. Jerusha Momanyi Mongina, M.P.
7. Hon. Elsie Busihile Muhanda, M.P.
8. Hon. Robert Ngui Basil, M.P.
9. Hon. Ruth Adhiambo Odinga, M.P.

**APOLOGIES**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Paul Abuor, M.P.
5. Hon. Peter Lochakapong, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.

**IN-ATTENDANCE**

Hon. Joshua Odongo Oron, MP – Kisumu Central Constituency

**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
7. Ms. Mary Nganga - Public Communications Assistant
8. Ms. Beatrice Auma - Executive Secretary

**KISUMU CENTRAL CONSTITUENCY OFFICE STAFF**

1. Mr. Nahshon Ngweno - Constituency Office Manager
2. Mr. Harrison Otieno - Deputy Manager
3. Mr. Nicholas Onyango Adhiambo - Coordinator
4. Mr. Dan Omondi - Coordinator
5. Mrs. Nancy Atieno Ouma - Field Officer
6. Mr. Nathan Ochieng - Accounts Assistant
7. Mrs. Alice Adongo Owonda - Secretary
8. Mr. Caleb Migot - Security

**MIN.NO.NA/DAA&GPC/MSF/2024/094: PRELIMINARIES**

The Hon. Owen Baya, CBS, MP who was chairing the session called the meeting to order at quarter past two (2.15 p.m.) and said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/MSF/2024/095: ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by the Hon. Elsie Busihile Muhanda, M.P. and seconded by the Hon. Beatrice Kadeveresia Elachi, CBS, M.P.

**MIN.NO.NA/DAA&GPC/MSF/2024/096: CONFIRMATION OF MINUTES OF PREVIOUS SITTINGS**

The agenda item was deferred to the next sitting.

**MIN.NO.NA/DAA&GPC/MSF/2024/097: INSPECTION VISIT TO KISUMU CENTRAL CONSTITUENCY OFFICE**

The Hon. Owen Baya, CBS, MP 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 Constituency Office Manager to brief the delegation on the staff, facilities and challenges at the office.

The Constituency Office Manager, Mr. Nahshon Ngweno accompanied by other staff informed the committee of the following -

- i. The office ensures that all statutory deductions are remitted accurately and on time;
- ii. The office also receives funds for operations, once returns are submitted, without significant delays;
- iii. The Constituency office has a strong working relationship with the National Government Constituencies Development Fund office;
- iv. The staff requested for training and capacity-building programs to enhance their skills; and
- v. The staff also requested for increment of salaries to reflect their workload and cost of living.

The Constituency Manager highlighted several challenges that need to be addressed:

- i. It's expensive to rent a decent office in Kisumu Central and the high rental cost is burdensome to the constituency office and poses significant challenge – Kisumu Central's office rents are around Kshs. 90,000 per month yet the office receives an a paltry Kshs. 44,100 from PSC. The Manager requested the Committee to consider reasonable allocations for office rent;
- ii. The office is allocated with only one security officer and there is no provision for nighttime security, posing a risk to the office and its assets;
- iii. The levy deductions are a financial burden, and there is a need for cushion money to mitigate this issue; and
- iv. Further, the office staff requested for the enhancement of health services to better cater to the staff's healthcare needs.

**Committee Observations/Resolution**

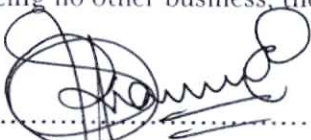
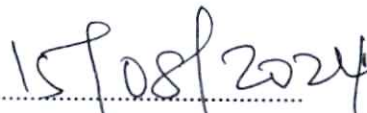
- i. The Committee observed that Kisumu Central Constituency office is in a residential area with limited space and had no proper boardroom;

- ii. The Committee noted the need for single constituency Members to construct a decent office in collaboration with NG-CDF office, and develop their constituencies; and
- iii. The Committee directed the Constituency office to ensure prudent use of the Kshs. 600,000 allocated for furniture towards the beginning of every term of Parliament.

The session Chairperson thanked the Manager and staff for their cooperation and assured them that their concerns would be addressed to improve the working conditions and operational efficiency.

MIN.NO.NA/DAA&GPC/MSF/2024/098:      ADJOURNMENT AND DATE OF THE NEXT SITTING

There being no other business, the meeting was adjourned at four o'clock (4.00 p.m.).

Signed:  ..... Date:  .....

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

**MINUTES OF THE 18<sup>TH</sup> SITTING (THIRD SESSION) OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON SUNDAY, 9<sup>TH</sup> JUNE 2024 IN KISUMU COUNTY WOMAN MEMBER OF PARLIAMENT OFFICE AT 10.30 A.M.**

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**PRESENT**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party/*Chairing*
2. Hon. (Rtd.) Col. Dido Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elisha Ochieng Odhiambo, M.P.
6. Hon. Jerusha Momanyi Mongina, M.P.
7. Hon. Elsie Busihile Muhanda, M.P.
8. Hon. Robert Ngui Basil, M.P.
9. Hon. Ruth Adhiambo Odinga, M.P.

**APOLOGIES**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Paul Abuor, M.P.
5. Hon. Peter Lochakapong, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.

**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
7. Ms. Mary Nganga - Clerical Officer I
8. Ms. Beatrice Auma - Executive Secretary

**KISUMU COUNTY WOMAN MP OFFICE**

1. Mr. Samson Omondi Olweru - County Manager
2. Mr. Timothy Atandusi - County Deputy Manager
3. Mrs. Grace Jowi-Jobita - Social Protection Lead
4. Mr. Timothy Ayandusi - NGAAF Coordinator
5. Mrs. Eunice Adhiambo - Secretary

**MIN.NO.NA/DAA&GPC/MSF/2024/089: PRELIMINARIES**

The Hon. Owen Baya, CBS, MP, who was chairing the session called the meeting to order at ten minutes to eleven o'clock (10.50 a.m.) and said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/MSF/2024/090: ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by Hon. Jerusha Momanyi Mongina, M.P. and seconded by Hon. Beatrice Kadeveresia Elachi, CBS, M.P.

**MIN.NO.NA/DAA&GPC/MSF/2024/091: CONFIRMATION OF MINUTES OF PREVIOUS SITTINGS**

The agenda item was deferred to the next sitting.

**MIN.NO.NA/DAA&GPC/MSF/2024/092: INSPECTION VISIT TO KISUMU COUNTY WOMAN MEMBER OF PARLIAMENT OFFICE**

The Hon. Owen Baya, CBS, MP 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. Samson Olweru accompanied by other staff informed the committee of the following -

- i. The Kisumu County Woman Representative operates seven offices, one in each constituency, staffed by 39 members—20 paid by the Parliamentary Service Commission (PSC) and 19 by the Honourable Member;
- ii. Improvements in salary disbursements have been noted, with payments now made monthly as soon as returns are prepared, unlike earlier delays of up to three months;
- iii. The staff appreciated the PSC for providing Ksh. 150,000 to cushion against penalties caused by delays in fund disbursements; and
- iv. The Constituency staff commended PSC for its swiftness in releasing funds for office furniture and willingness to address challenges faced through the Constituency Liaison office.

The County Manager highlighted several challenges that need to be addressed:

- i. There are delays in the disbursement of operations money, with funds typically received in the third month of every quarter despite timely submission of returns. This causes pressure with suppliers and service providers thus affecting the office's reputation;
- ii. Salary increments are needed due to the large population, area coverage, and the number of staff required to serve effectively. The current salaries do not reflect the increased cost of living, higher taxes and proposed deductions leading to inadequate net pay;
- iii. There are limitations in accessing medical facilities compared to other civil servants. The staff relies on NHIF which provides limited coverage forcing them to depend on the County Woman MP for medical assistance;
- iv. High rental cost is a significant challenge - Kisumu's office rents are around Ksh. 90,000 per month with additional costs for sub-county offices yet the office only receives Ksh. 44,100 from PSC. The Manager requested the Committee to consider reasonable allocations for office rent;
- v. The office requests the reinstatement of drivers and bodyguards allowances to help cover accommodation and meals during functions. Member's staff work even on weekends and holidays and should be considered for overtime compensation; and
- vi. Further, the office staff requested for comprehensive capacity building and training programs by the PSC. Currently, only PA's receive trainings, leaving out managers and other staff.

The County office staff presented their Strategic Plan, which focused on areas aimed at improving the welfare of the constituents and enhancing service delivery. These strategic areas included:

- i. Food Security
- ii. Enterprise Development
- iii. Institutional Human Capacity Development
- iv. Infrastructure
- v. Blue Economy

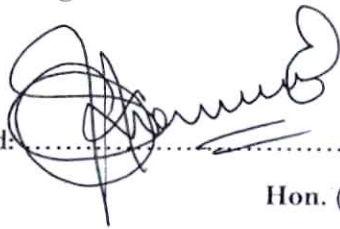
The Committee noted the positive feedback and challenges presented by the Kisumu County Woman Member of Parliament office. The insights gathered would inform future recommendations to the Parliamentary Service Commission to enhance the support and services provided to Members.

The session Chairperson thanked Hon. (Dr.) Ruth Odinga, MP and her staff for their cooperation and assured them that their concerns would be addressed to improve the working conditions and operational efficiency.

MIN.NO.NA/DAA&GPC/MSF/2024/093:      ADJOURNMENT AND DATE OF THE NEXT SITTING

There being no other business, the meeting was adjourned at twenty minutes past twelve (12.20 p.m.).

Signed: .....



Date: .....

15/08/2024

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

**MINUTES OF THE 17<sup>TH</sup> SITTING (THIRD SESSION) OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON SATURDAY, 8<sup>TH</sup> JUNE 2024 IN GEM CONSTITUENCY OFFICE, SIAYA COUNTY AT 2.00 P.M.**

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**PRESENT**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party/*Chairing*
2. Hon. (Rtd.) Col. Dido Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elisha Ochieng Odhiambo, M.P.
6. Hon. Jerusha Momanyi Mongina, M.P.
7. Hon. Elsie Busihile Muhanda, M.P.
8. Hon. Robert Ngui Basil, M.P.
9. Hon. Ruth Adhiambo Odinga, M.P.

**APOLOGIES**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Paul Abuor, M.P.
5. Hon. Peter Lochakapong, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.

**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
7. Ms. Mary Nganga - Clerical Officer I
8. Ms. Beatrice Auma - Executive Secretary

**GEM CONSTITUENCY OFFICE STAFF**

1. Mr. Ted Marvin Odhiambo - Constituency Manager
2. Mr. John Maramba Ogam - Deputy Constituency Office Manager
3. Mr. David Edward Imbuye - Accounts Assistant
4. Mrs. Christine Akinyi Odhiambo - Office Assistant

**MIN.NO.NA/DAA&GPC/MSF/2024/084: PRELIMINARIES**

The Hon. Owen Baya, CBS, MP who was chairing the session called the meeting to order at twenty-five minutes past two (2.25 p.m.) and said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/MSF/2024/085: ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by Hon. (Rtd.) Col. Dido Rasso, M.P. and seconded by Hon. Elisha Ochieng Odhiambo, M.P.

**MIN.NO.NA/DAA&GPC/MSF/2024/086: CONFIRMATION OF MINUTES OF PREVIOUS SITTINGS**

The agenda item was deferred to the next sitting.

**MIN.NO.NA/DAA&GPC/MSF/2024/087: INSPECTION VISIT TO GEM CONSTITUENCY OFFICE**

The Hon. Owen Baya, CBS, MP 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. Ted Marvin Odhiambo, accompanied by other constituency staff informed the committee of the following -

- i. The Constituency staff has a good rapport with the National Government Constituency Development Fund (NG-CDF) office. The Constituency Manager attends CDF meetings to represent the MP's interests. Constituency staff are also involved during the implementation of projects such as bursary programs and support CDF staff during field events by providing security and logistical support;
- ii. The Gem Constituency office is up to date on all statutory payments;
- iii. Village elders identify bursary beneficiaries at the village level, with vulnerable cases brought to the MP's office and CDF Committees by headteachers, chiefs and staff. Bursaries are disbursed in January/February and September each year;
- iv. The Constituency has a functional ICT hub at Mutumbu that offers training to various groups, including women, persons living with disabilities, chiefs, high school graduates, university students and job seekers. It also provides classes for adult learners. The ICT hub is currently run by volunteers; and
- v. The office also engages in benchmarking visits to other Constituency offices to gain insights and borrow best practices.

The Constituency Manager also highlighted several challenges and requests for consideration:

- i. There was no salary increment since September 2022. The staffs requested the Committee's intervention in enhancing their salary;
- ii. Staffs receive their salaries between 8<sup>th</sup> and 12<sup>th</sup> of every month, despite making returns within 4 days of receipt of salary. The staff requested for payment of salary by 5<sup>th</sup> of the month;
- iii. Some staff received their gratuity eight months after the end of their contract. They requested that the process be improved to allow gratuity payments within 30 to 60 days;
- iv. While noting that gratuity is a good way to save money for those not renewing their contracts, the staffs lamented the high tax on gratuity that significantly reduces their savings. The staff requested the Committee to look into the possibility of applying a fairer tax rate; and

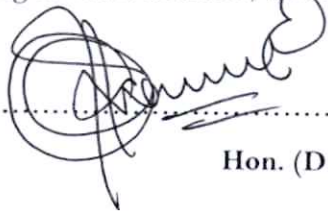
- v. The staff requested for organized capacity-building programs and trainings to enhance their skills and effectiveness.

The Committee observed that the office was well maintained though it was small in size and had no proper boardroom.

The Committee thanked Gem Member of Parliament Hon. Elisha Odhiambo, MP, and his Constituency staff for their good work and cooperation. Further, the Committee assured to improve their working conditions and operational efficiency.

MIN.NO.NA/DAA&GPC/MSF/2024/088:      ADJOURNMENT AND DATE OF THE NEXT SITTING

There being no other business, the meeting was adjourned at ten minutes to four (3.50 p.m.).

Signed: .....  ..... Date: 15/08/2024

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

MINUTES OF THE 16<sup>TH</sup> SITTING (THIRD SESSION) OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON SATURDAY, 8<sup>TH</sup> JUNE 2024 IN UGENYA CONSTITUENCY OFFICE, SIAYA COUNTY AT 10.30 A.M.

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PRESENT

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party/*Chairing*
2. Hon. (Rtd.) Col. Dido Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elisha Ochieng Odhiambo, M.P.
6. Hon. Jerusha Momanyi Mongina, M.P.
7. Hon. Elsie Busihile Muhanda, M.P.
8. Hon. Robert Ngui Basil, M.P.
9. Hon. Ruth Adhiambo Odinga, M.P.

APOLOGIES

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Paul Abuor, M.P.
5. Hon. Peter Lochakapong, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.

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. Mary Ng'ang'a - Public Communications Assistant
7. Ms. Beatrice Auma - Executive Secretary
8. Ms. Rahab Chepkilim - Audio Officer II

UGENYA CONSTITUENCY OFFICE STAFF

1. Mr. Sylvester Mulase - Constituency Office Manager
2. Mr. Simon Aggrey Ochieng - Constituency Deputy Manager
3. Mrs. Doris Ajwang - Ward Coordinator
4. Mr. Tobias Ooko Ragudwa - Clerical Officer
5. Ms. Mary Atieno Shikuku - Clerical Officer
6. Mr. Erick O. Odila - Security
7. Mrs. Rose A. Rawayo - Office Assistant
8. Mrs. Everlyne Achieng Aoko - Secretary

MIN.NO.NA/DAA&GPC/MSF/2024/079: PRELIMINARIES

The Hon. Owen Baya, CBS, MP who was chairing the session called the meeting to order at quarter to eleven (10.45 a.m.) and said a prayer. Introductions were made thereafter.

MIN.NO.NA/DAA&GPC/MSF/2024/080: ADOPTION OF THE AGENDA

The Committee adopted the agenda of the meeting having been proposed by Hon. (Rtd.) Col. Dido Rasso, M.P. and seconded by Hon. Robert Ngui Basil, M.P.

MIN.NO.NA/DAA&GPC/MSF/2024/081: CONFIRMATION OF MINUTES OF PREVIOUS SITTINGS

The agenda item was differed to the next sitting.

MIN.NO.NA/DAA&GPC/MSF/2024/082: INSPECTION VISIT TO UGENYA CONSTITUENCY OFFICE

The Hon. Owen Baya, CBS, MP 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. Sylvester Mulase accompanied by other constituency staff informed the committee of the following -

- i. The office receives funds for operations on quarterly basis without delays; and
- ii. The office also receives staff salaries every month without delays. Additionally, the office also receives money for gratuities.

The Constituency Office Manager also highlighted the following challenges -

- i. There is no training and capacity building programs for the constituency office staff for them to enhance their skills and capacity; and
- ii. The staff also lamented that the salary is not adequate and requested for salary increment to reflect their workload and cost of living.

Committee Observations

The Committee made the following observations -

- i. The office lacks good furniture and looked neglected - The Office Manager needs to utilize funds for furniture properly and equip the constituency office with adequate furniture, lightings and washrooms;
- ii. The constituency office is located in a hidden environment with poor road network. The committee advised that the location issue be addressed to improve accessibility; and
- iii. The constituency staff should engage in benchmarking with other constituency offices to exchange ideas and borrow best practices.

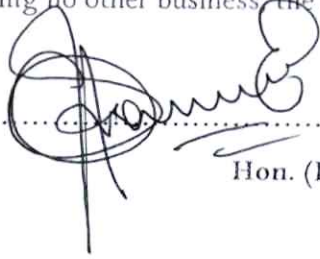
The session Chairperson thanked the Manager and staff for their cooperation and assured them that their concerns would be addressed to improve their working conditions and operational efficiency.

MIN.NO.NA/DAA&GPC/MSF/2024/083:

ADJOURNMENT AND DATE OF THE  
NEXT SITTING

There being no other business, the meeting was adjourned at twenty minutes to one (12.40 p.m.).

Signed: .....



Date: .....

15/08/2024

Hon. (Dr.) Stephen Wachira Karani, MP

(Chairperson)

**MINUTES OF THE 15<sup>TH</sup> SITTING (THIRD SESSION) OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON FRIDAY, 7<sup>TH</sup> JUNE 2024 IN BONDO CONSTITUENCY OFFICE, SIAYA COUNTY AT 2.30 P.M.**

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**PRESENT**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party/ *Chairing*
2. Hon. (Rtd.) Col. Dido Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elisha Ochieng Odhiambo, M.P.
6. Hon. Jerusha Momanyi Mongina, M.P.
7. Hon. Elsie Busihile Muhanda, M.P.
8. Hon. Robert Ngui Basil, M.P.
9. Hon. Ruth Adhiambo Odinga, M.P.

**APOLOGIES**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Paul Abuor, M.P.
5. Hon. Peter Lochakapong, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.

**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. Mary Ng'ang'a - Public Communications Assistant
7. Ms. Beatrice Auma - Executive Secretary
8. Ms. Rahab Chepkilim - Audio Officer II

**BONDO CONSTITUENCY OFFICE STAFF**

1. Mr. Dennis Ochieng - Constituency Office Manager
2. Mr. Nicholas Onyango - Constituency Coordinator
3. Mr. Paul N. Oketch - Field Officer
4. Mr. Wilberforce W. Osano - Field Officer
5. Ms. Nancy Ouma - Field Officer

**MIN.NO.NA/DAA&GPC/MSF/2024/074: PRELIMINARIES**

The Hon. Owen Baya, CBS, MP who was chairing the session called the meeting to order at half past two (2.30 p.m.) and said a prayer. Introductions were made thereafter.

MIN.NO.NA/DAA&GPC/MSF/2024/075:

ADOPTION OF THE AGENDA

The Committee adopted the agenda of the meeting having been proposed by Hon. Ruth Adhiambo Odinga, M.P. and seconded by Hon. Jerusha Momanyi Mongina, M.P.

MIN.NO.NA/DAA&GPC/MSF/2024/076:

CONFIRMATION OF MINUTES OF PREVIOUS SITTINGS

The agenda item was deferred to the next sitting.

MIN.NO.NA/DAA&GPC/MSF/2024/077:

INSPECTION VISIT TO BONDO CONSTITUENCY OFFICE

The Hon. Owen Baya, CBS, MP 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. Dennis Ochieng accompanied by other constituency staff informed the committee of the following -

- i. The constituency office has an establishment of eleven (11) staff;
- ii. Sometimes, there are delays in salary disbursements, causing inconvenience for the staff;
- iii. There is no annual increment of salaries - The staff requested for an increment of their salaries to reflect their workload and cost of living;
- iv. There is need to enhance the NHIF cover for the constituency office staff and improve their medical benefits;
- v. The Constituency staff requested opportunities for capacity building and trainings to enhance their skills and competencies;
- vi. The staff requested for a consolidation of the tax system to simplify tax processes, reduce complexities and avoid double taxation; and
- vii. The office has not received funds for furniture for 2022/23 and 2023/24 financial years thus affecting the quality of the working environment. The Committee directed the Manager to liaise with the Constituency Liaison Office on the matter and ensure the office is adequately furnished.

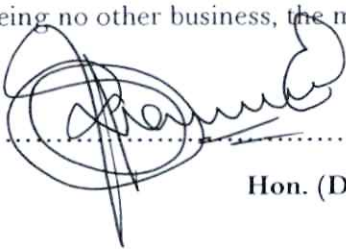
The Committee urged the Constituency office staff to have a good rapport with their NG-CDF counterpart and request for facilitation of trainings and capacity building programs for staff.

MIN.NO.NA/DAA&GPC/MSF/2024/078:

ADJOURNMENT AND DATE OF THE NEXT SITTING

There being no other business, the meeting was adjourned at ten minutes to five (4.50 p.m.).

Signed: .....



Date: .....

15/08/2024

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

**MINUTES OF THE 14<sup>TH</sup> SITTING (THIRD SESSION) OF THE SELECT COMMITTEE  
ON MEMBERS' SERVICES AND FACILITIES HELD ON FRIDAY, 7<sup>TH</sup> JUNE 2024 IN  
SEME CONSTITUENCY OFFICE, KISUMU COUNTY AT 10.30 A.M.**

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**PRESENT**

1. Hon. Owen Baya Yaa, CBS, M.P. - Deputy Leader of the Majority Party/*Chairing*
2. Hon. (Rtd.) Col. Dido Rasso, M.P.
3. Hon. Charity Kathambi Chepkwony, M.P.
4. Hon. Beatrice Kadeveresia Elachi, CBS, M.P.
5. Hon. Elisha Ochieng Odhiambo, M.P.
6. Hon. Jerusha Momanyi Mongina, M.P.
7. Hon. Elsie Busihile Muhanda, M.P.
8. Hon. Robert Ngui Basil, M.P.
9. Hon. Ruth Adhiambo Odinga, M.P.

**APOLOGIES**

1. Hon. (Dr.) Stephen Karani Wachira, M.P. - Chairperson
2. Hon. Feisal Bader Salim, M.P. - Vice Chairperson
3. Hon. Brighton Leonard Yegon, M.P.
4. Hon. Paul Abuor, M.P.
5. Hon. Peter Lochakapong, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.

**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. Mary Nganga - Public Communications Assistant
7. Ms. Rahab Chepkilim - Audio Officer II
8. Ms. Beatrice Auma - Executive Secretary

**SEME CONSTITUENCY OFFICE STAFF**

1. Mr. Michael Odero - Office Manager
2. Mr. Eliud Okiri - Office Assistant Manager
3. Mr. Moses Oyugi Otieno - Environment Officer
4. Mr. Cliff Dache - Accountant
5. Mrs. Josephine Achieng - Administrative Assistant
6. Mrs. Leah Fiona - Records Assistant
7. Mrs. Carolyn Awuor - Office Assistant
8. Ms. Jackline Apudo - Secretary
9. Mr. Ernest Ochoro - Office Clerk

**MIN.NO.NA/DAA&GPC/MSF/2024/069:      PRELIMINARIES**

The Hon. Owen Baya, CBS, MP, who was chairing the session, called the meeting to order at twenty minutes to eleven (10.40 a.m.) and said a prayer. Introductions were made thereafter.

**MIN.NO.NA/DAA&GPC/MSF/2024/070:      ADOPTION OF THE AGENDA**

The Committee adopted the agenda of the meeting having been proposed by Hon. Ruth Adhiambo Odinga, M.P. and seconded by Hon. Elsie Muhanda, M.P.

**MIN.NO.NA/DAA&GPC/MSF/2024/071:      CONFIRMATION OF MINUTES OF PREVIOUS SITTINGS**

The agenda item was deferred to the next sitting.

**MIN.NO.NA/DAA&GPC/MSF/2024/072:      INSPECTION VISIT TO SEME CONSTITUENCY OFFICE**

The Hon. Owen Baya, CBS, MP 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. Michael Odero accompanied by other constituency staff thanked the delegation for the visit and informed the committee of the following -

- i. Salaries are received monthly and disbursed on time to all constituency office staff;
- ii. The office ensures that all statutory deductions such as NSSF, NHIF and KRA are remitted accurately and promptly within the required timelines;
- iii. The office is well-furnished and equipped with good facilities; and
- iv. The constituency office staff had a positive working relationship with the National Government Constituencies Development Fund office and holds regular meetings and collaborative engagements to ensure smooth operations.

The Constituency Manager and staff also highlighted the following challenges that need to be addressed -

- i. There were delays in the release of operational funds for the months of April, May and June, 2024 impacting the efficiency of the office;
- ii. The staff requested an opportunity for the enhancement and increment of their salaries to reflect their workload and cost of living;
- iii. The staff emphasized the need for a memorandum of understanding between the Parliamentary Service Commission (PSC) and NHIF to ensure better healthcare facilities;
- iv. There was a request for the PSC to provide opportunities for study leaves for constituency office staff to enable them pursue further education;
- v. The staff requested for organized capacity-building programs and trainings to enhance their skills and effectiveness; and
- vi. The constituency office highlighted the need for a vehicle to facilitate office operations and improve service delivery.

