



RONGO MUNICIPALITY BOARD

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MINUTES OF THE 1ST MEETING OF AUDIT, RISK, MONITORING & EVALUATION COMMITTEE HELD ON 30TH AUGUST 2023 AT RONGO MUNICIPAL BOARDROOM

PRESENT

1. Ms. Winnie Anyango Ogola- Chairperson
2. Ms. Margaret R. Omolo- Member
3. Ms. Faith Ochieng Ooko- Member
4. Mr. Zachary Onyango Ojwang-Member
5. Mr. David Ore- Municipal Manager/ Secretary

AGENDA

1. Preliminaries
2. Message from the Committee chairperson
3. Preparation of Draft Committee Terms of Reference
4. AOB

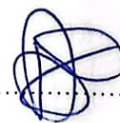
MIN. NO.	DESCRIPTION	ACTION
Min.1 30/08/2023	<u>Preliminaries</u> The committee chairperson called the meeting to order at 10:00 am. A word of prayer was led by Ms. Margaret R. Omolo. The chairperson then confirmed that the meeting met the quorum and asked the secretary to read through the agenda of the meeting. The secretary proposed that " <i>Evaluation and Review of KUSP Phase II projects in Rongo Municipality</i> " be added to the list of agenda items. Mr. Zachary Onyango further proposed the adoption of the agenda with the amendment; He was seconded by Ms. Margaret Omolo and members unanimously agreed.	

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Signed : Chairperson:  Secretary: 

<p>Min. 2 30/08/2023</p>	<p><u>Message from Committee chairperson</u> The chairperson welcomed all the members to the meeting and urged them to contribute actively to the business of the committee. She emphasized that the committee is very critical as it will be monitoring the implementation of various projects in the municipality as well as managing the risks that may impede the organizational performance.</p>	<p>All members</p>
<p>Min 3 30/08/2023</p>	<p><u>Preparation of Draft Committee Terms of Reference</u> As was delegated by the Municipal Board in its 3rd sitting, the members deliberated on the functions of the committee as guided by the Urban Areas and cities Act, 2011 and The Code of Governance for State Corporations (Mwongozo) After thorough deliberations the members resolved to pick the following items as the roles of Audit, Risk, Monitoring & Evaluation Committee</p> <ol style="list-style-type: none"> 1. <i>Ensuring that the municipality has effective processes and systems of risk management and internal controls are in place</i> 2. <i>Ensuring the timely preparation of accurate financial statements</i> 3. <i>Ensuring that the procurement process is cost effective and delivers value for money</i> 4. <i>Ensuring that the external audit of the financial statements is completed and submitted within the timelines stipulated in law and Government policies</i> 5. <i>Ensure the development of a policy on risk management, which should take into account sustainability, ethics and compliance risks</i> 	<p>Committee chairperson Municipal Manager</p>

6. Approve the risk management policy and the risk management framework
7. Delegate to the management the responsibility to implement the risk management plan
8. Review the implementation of the risk management framework on a quarterly basis
9. Appoint a committee responsible for Risk Management in the organization
10. Receive from the internal Audit function, a written assessment of the effectiveness of the system of internal controls and risk management
11. Receive from the external Auditor an assessment of the effectiveness of the system of internal control after the audit process
12. Establish a procurement policy that promotes sustainability, high ethical standards and best practice
13. Receive quarterly report on the actual expenditure compared to the budget and demand explanations from management on any variances
14. Ensure that there exists a clearly documented audit trail of procurement activities
15. Establish an ICT policy, which is aligned to the objectives of the Municipality
16. Establish an ICT function in the organization
17. Integrate ICT in the operations of the Municipality
18. Ensure that an Appropriate Business Continuity Plan (BCP) is in Place
19. Ensure that ICT related risks are identified and Managed

	<p>20. Utilize ICT in monitoring the performance of the organization</p> <p>21. Monitor and, where appropriate, regulate city and municipal services where those services are provided by service providers other than the board of the municipality;</p> <p>22. Monitor the impact and effectiveness of any services, policies, programmes or plans;</p> <p>23. Establish, implement and monitor performance management systems</p>	
<p>Min 4 30/08/2023</p>	<p>Evaluation and Review of KUSP Phase II projects in Rongo Municipality</p> <p>The Municipal Manager informed the meeting that KUSP II projects in Rongo Municipality started on September 2020-September 2021 and it involved the Construction of Rongo Township Roads Phase II and the Completion of Rongo Bus Park. He further informed the meeting that the Contractor had handed over the site to the Department of Lands, Housing, Physical Planning and Urban Development who was the client.</p> <p>Members were concerned that the bus park is not optimally in use and that the septic tank for the lavatories is filled with water.</p> <p>It was resolved that all the vehicles picking and dropping passengers in Rongo should do so within the bus park to make it active.</p> <p>The municipal manager was asked to coordinate with the relevant departments to ensure that the exit of the bus park and the toilet are done to completion.</p>	<p>Municipal Manager</p>

The next meeting would be held on 15th November 2023 in Rongo Municipal Board-Room at 10:00 am.

There being no other businesses the meeting was adjourned at 11:30 am by a word of prayer from Ms. Winnie Anyango Ogola.

Minutes signed for Circulation

Chairman.......... Date..... 28/09/23.....

Minutes Confirmed

Chairperson.......... Date..... 28/09/23.....

Secretary.......... Date..... 28/09/2023.....

Plan David ORE, MKIP.