



# RONGO MUNICIPALITY BOARD

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## MINUTES OF THE 1<sup>ST</sup> MEETING OF HUMAN RESOURCE AND ADMINISTRATION COMMITTEE HELD ON 27<sup>TH</sup> JULY 2023 AT RONGO MUNICIPAL BOARDROOM

### PRESENT



1. Ms. Margaret R. Omolo
2. Ms. Faith Ochieng Ooko- Member
3. Bishop Joel Okoth Nyauche-Member
4. Mr. Jack Otieno Owuor- Member
5. Ms. Winnie Anyango Ogola-Member
6. Mr. David Ore- Municipal Manager/ Secretary

### AGENDA

1. Preliminaries
2. Message from the Committee chairperson
3. Preparation of Draft Committee Terms of Reference
4. Preparation of Draft Municipal Organization structure
5. Welfare of Board Members
6. AOB

MIN. NO.	DESCRIPTION	ACTION
<b>Min.1</b> <b>27/07/2023</b>	<b>Preliminaries</b> The committee chairperson called the meeting to order at 09:30 am. A word of prayer was led by Mr. Jack Otieno Owuor. After establishing that the quorum was met, the chairperson asked the secretary to read through the agenda of the meeting. Ms. Winnie Anyango Ogola proposed the adoption of the agenda as tabled; she was seconded by Ms. Faith Ochieng Ooko and members unanimously agreed.	

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Signed : Chairperson..........Secretary.....

<p><b>Min. 2</b> <b>27/07/2023</b></p>	<p align="center"><b><u>Message from Committee chairperson</u></b></p> <p>The chairperson welcomed all the members to the meeting and urged them to contribute actively to the business of the committee</p>	
<p><b>Min 3</b> <b>27/07/2023</b></p>	<p align="center"><b><u>Preparation of Draft Committee Terms of Reference</u></b></p> <p>As was delegated by the Municipal Board in its 3<sup>rd</sup> sitting, the members deliberated on the functions of the committee as guided by the Urban Areas and cities Act, 2011. After robust deliberations the members resolved to pick the following items as the roles of Human Resource and Administration Committee:</p> <ol style="list-style-type: none"> <li><i>1. Maintain a comprehensive database and information system of the administration and provide public access thereto upon payment of a nominal fee to be determined by the board;</i></li> <li><i>2. Administer and regulate the internal affairs of the Municipality</i></li> <li><i>3. Implementing Applicable National and County policies and Legislations</i></li> <li><i>4. Enter into such contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions under the Urban Areas and Cities Act or other written law;</i></li> <li><i>5. Establish, implement and monitor performance management systems</i></li> <li><i>6. Undertake Research on Relevant issues affecting the municipality</i></li> <li><i>7. Enhancing capacity development for Board Members and staff</i></li> </ol>	<p>Committee chairperson</p> <p>Municipal Manager</p>

	<p>8. Organizing citizen Fora/Public participation in the Municipality</p> <p>9. Promoting the welfare of Board members and staff</p> <p>10. Collaborating with other stakeholders in the recruitment, retention and promotion of Municipal staff</p> <p>11. Gender mainstreaming and affirmative action issues</p>	
<p><b>Min 4</b> <b>27/07/2023</b></p>	<p><b><u>Preparation of Draft Municipal Organization structure</u></b></p> <p>The municipal manager informed the meeting that there was an acute shortage of technical and support staff within the Municipal Administration. It was recommended that the County Government to either deploy or employ the following officers to the municipality to operationalize the functions of the municipality:</p> <ul style="list-style-type: none"> <li>• Registered Engineer</li> <li>• Registered Physical Planner</li> <li>• Environment Officer</li> <li>• Social Development Officer</li> <li>• Procurement Officer</li> <li>• 20 Enforcement officers</li> <li>• Office secretary</li> <li>• Office assistant</li> <li>• Municipal Administrator</li> </ul> <p>The Meeting also resolved that the Municipal Manager to prepare a draft Organogram for consideration by the board.</p>	<p>Municipal Manager</p> <p>Chief Officer for Urban Development</p>
<p><b>Min 5</b> <b>27/07/2023</b></p>	<p><b><u>Welfare of Board Members</u></b></p> <p>Members were of common opinion that the welfare of both the Board Members and Municipal staff was a critical factor in</p>	<p>Committee chairperson</p>

	<p>the overall performance of the Board and delivery of services in the municipality. It was recommended to the full board that the following measures be considered and approved:</p> <ul style="list-style-type: none"> <li>• <i>Provision of adequate refreshments during meetings</i></li> <li>• <i>Each member to be reimbursed transport expense incurred while discharging official duties within the municipality at a flat rate of Ksh 3000</i></li> <li>• <i>Prompt payment of allowances due to Board Members and Staff</i></li> <li>• <i>Capacity development of board members and staff</i></li> <li>• <i>Provision of Health Insurance Cover for Board Members</i></li> <li>• <i>Provision of Retainer allowance to all the board members as shall be determined by salaries and remuneration commission.</i></li> <li>• <i>Establishment of benevolent fund for the board and municipal staff.</i></li> </ul>	<p>Municipal Board</p> <p>Municipal Manager</p>
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The next meeting would be held on 26<sup>th</sup> October 2023 in Rongo Municipal Board-Room at 10:00 am.

There being no other businesses the meeting was adjourned at 11:20 am by a word of prayer from Ms. Margaret R. Omolo

**Minutes signed for Circulation**

Chairman..... *M. O. Ombui* ..... Date..... *28/9/2023* .....