



REPUBLIC OF KENYA

MIGORI MUNICIPALITY

MIGORI COUNTY

DEPARTMENT OF PHYSICAL PLANNING & URBAN DEVELOPMENT

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MINUTES OF THE MIGORI MUNICIPAL BOARD HUMAN RESOURCE AND COMPLIANCE COMMITTEE MEETING HELD ON 27/07/2023 AT THE MUNICIPAL BOARDROOM AT 10.00 AM

MEMBERS PRESENT

1. James Ogutu Odindo.....Chairman
2. Willis Aluoch Aluoch.....member
3. Spirim Kwamboka Oloo.....member
4. Daniel Frank Akelomember
5. Owino Dismas Onyango.....manager/secretary

AGENDA

1. Preliminaries
2. Terms of reference for the committee
3. The KUSP II requirements in terms of human resource
4. Board members' and staff's welfare
5. AOB

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MIGORI COUNTY GOVERNMENT
LAND, HOUSING AND URBAN DEVELOPMENT
MUNICIPAL MANAGER
★ 29 FEB 2024 ★
MIGORI MUNICIPALITY
P. O. Box 195-40400, SUNA-MIGORI

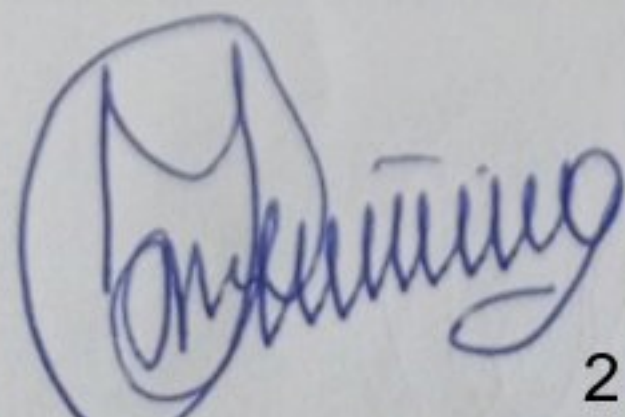
Min 01/07/2023: Preliminaries

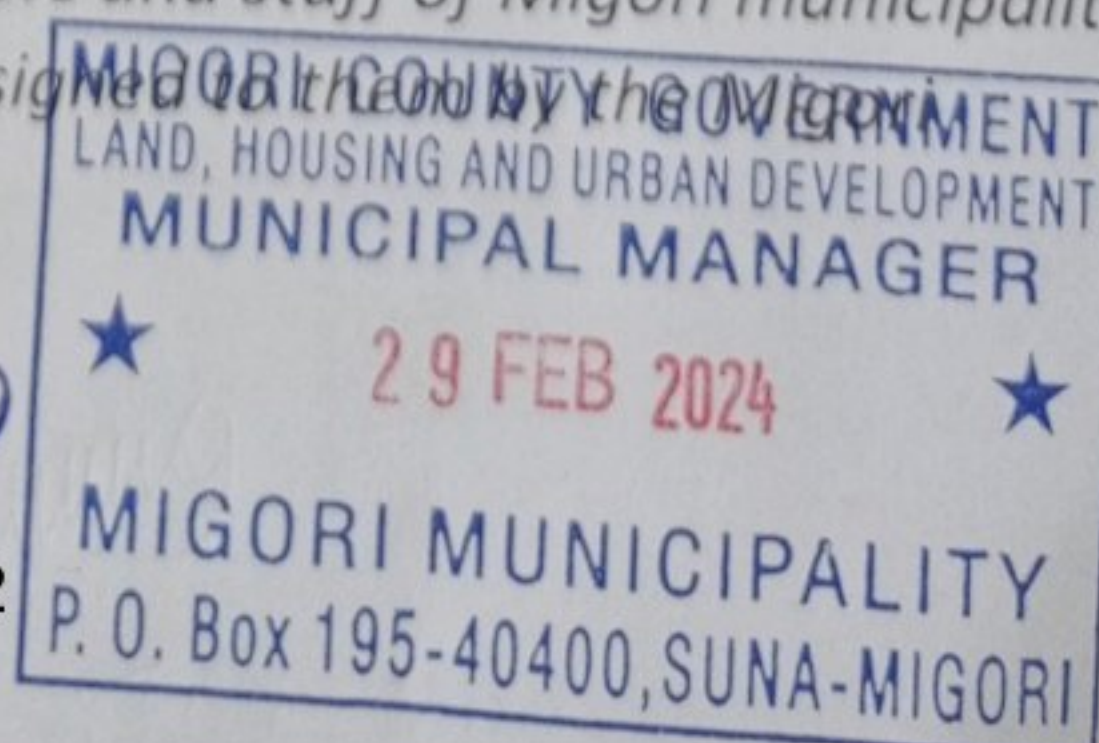
The chairman called the meeting to order at 10am and an opening prayer was offered by Mrs Spirim Kwamboka Oloo. He then welcomed members to the meeting and thanked them for sparing their time to attend that very important meeting. He told them to be free in discussing matters concerning the board and most specifically those that touch on HR issues.

Min 02/07/2023: terms of reference for the committee

Members widely discussed their various mandates as spelt out in the Urban Areas and CITIES Act 2011(amended 2019), and after conclusive discussion, agreed on the following as their roles as HR committee of the board:

- 1 Administer and regulate the internal affairs of the Migori municipality.
- 2 Implementing applicable National and county policies and legislations.
- 3 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.
- 4 Enter into such contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions under UACA and other written laws.
- 5 Establish, implement monitor performance management systems
- 6 Undertake research on relevant issues affecting Migori municipality.
- 7 Enhancing capacity development for the board members and the staff.
- 8 Organizing Citizen Fora/Public participation in the Migori municipality.
- 9 Deal with Gender mainstreaming and affirmative action issues.
- 10 Collaborating with other stakeholders in the recruitment, retention and promotion of Migori municipal staff
- 11 Promoting the welfare of board members and staff of Migori municipality
- 12 And any other function that may be assigned to it by the municipal board


C.T.O



Min 03/07/2023: The KUSP II requirements in terms of human resource

The secretary/ municipal manager took the meeting through the human resource requirements as was felt as a shortage in the municipality and as a requirement for qualification for the Kenya Urban Support Program phase two (KUSP II). The following were listed as the most required:

- 1 Registered Civil Engineer .
- 2 Registered Physical Planner .
- 3 Environment officer .
- 4 Social development officer
- 5 Registered procurement officer .
- 6 Office assistant .
- 7 Municipal surveyor.

However, it was observed that the municipality had the following staff:

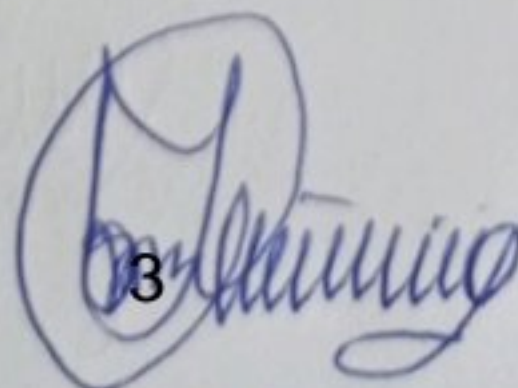
- 1 Municipal manager
- 2 Municipal administrator
- 3 municipal accountant
4. municipal clerical officer

For easier identification and proper observation of protocol, the secretary was tasked with the development of a Migori municipal organogram the wold be adopted in the next meeting.

Min 04/07/2023: Board members' and staffs' welfare

Members noted the following as concerns to be considered in order to upscale the board members' and staff welfare:

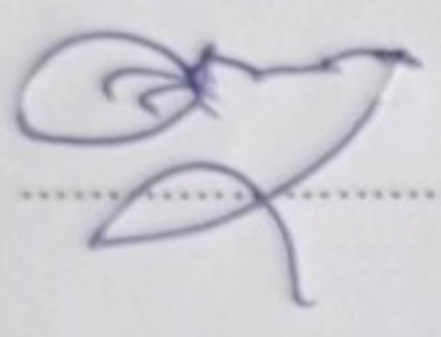
- 1 Member sitting allowances to be paid immediately after every meeting. —
- 2 Transport and lunch allowances be paid as per approved rates of the SRC—
- 3 Capacity development for members and staff
- 4 Health insurance cover for members and staff
- 5 Establishment of benevolent fund for members and staff


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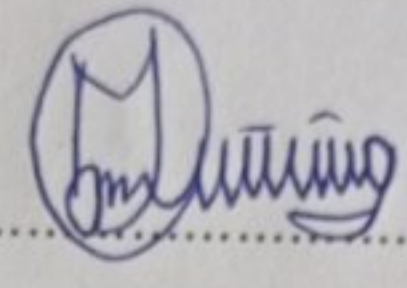


There was no other business hence the meeting ended at 12:15pm by a word of prayer from Mr Willis Aluoch.

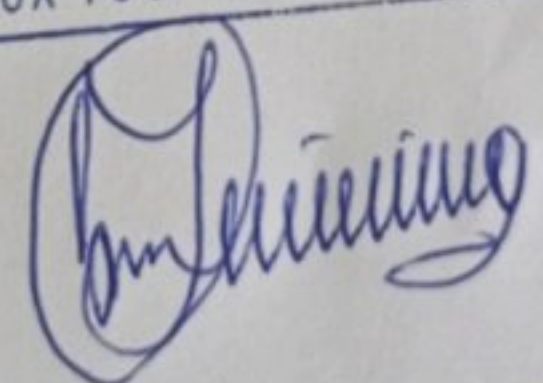
Signed
Chairman



Signed
Secretary



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