

**MINUTES OF THE SIAYA MUNICIPAL BOARD MEETING HELD AT ARDHI HOUSE
- CECM's OFFICE ON TUESDAY, 20TH AUGUST 2019 AT 2.00PM**

Attendance

Present

1. Prof. Paul Achola Waw - Chairperson
2. George Odunga Obare - Secretary (Office of Municipal Manager)
3. Grace Agola - Vice Chairperson
4. Dr. Charles Were - Member
5. Eng. Adrian Ouma - Member (CECM LPPH&UD)
6. Walter Okelo - Member (Chief Officer LPPH&UD)
7. Nancy Juma -Member
8. Caroline Oduor -Member
9. Michael Ochieng -Member

Absent with Apology

1. Linet Achila Oyola - Municipal Manager (Member)

Agenda

1. Adoption of Agenda, Reading and Confirmation of Previous Minutes
2. Municipal Board Welfare
3. Review of Public Participation
4. Municipal Board Induction Workshop
5. Any Other Business

Min1/20/AUG/19: Adoption of Agenda, Reading and Confirmation of Previous Minutes

The Chairperson welcomed members to the meeting after opening prayers by Ms. Nancy Juma and called the meeting to order at 1430 hours. Prof. Paul called on members to consider the set agenda and propose its adoption or review. Members agreed to reorganize the agenda and introduce the upcoming KUSP assessment for consideration. The agenda was thereafter discussed as follows: -

1. Municipal Board Welfare

2. Upcoming KUSP Assessment
3. Review of Public Participation
4. Municipal Induction Workshop

The previous minutes were read by the Secretary. A member noted the omission of the Director Housing & Urban Development in the attendance list of the previous meeting. Spelling and formatting errors were also addressed including the date format. The minutes were thereafter proposed by Charles Were and confirmed by Caroline Oduor as true records of the proceedings.

Min2/20/AUG/19: Municipal Board Welfare

Members raised the issue of remuneration questioning the absence of a letter detailing their terms and conditions of service and other related human resource information. They stated that they had anticipated written terms and conditions for their engagement would be issued. Members expected in writing with clarity the terms and conditions of engagement.

Eng. Adrian advised the meeting that the latest existing circular prevails in the absence of other circulars, advisories, human resource guidelines & legal notices to that effect. Members agreed that Eng. Adrian would prepare a report on applicable allowances and benefits which shall be tabled at the County Executive Committee meeting and subsequently tabled before the County Assembly for approval.

Min3/20/AUG/19: KUSP Assessment

Noting that the KUSP assessment is coming up, members discussed aspects that would be analyzed by the assessors. Requirements relating to Minimum Conditions (MC) and Performance Standards (PS) were discussed as detailed below: -

a. Staff Secondment to Municipality

Members sought updates on the secondment of staff to the Municipality and whether there was evidence of the same. The secretariat advised that a request for secondment had been made through the Department of Lands to the office of the County Secretary and they were awaiting response. It was agreed that the municipal manager would follow up and report on it during the next meeting.

b. Administrative Structure/Organogram

Members proposed formulation of an organogram which would summarily illustrate the administrative structure of the Municipality as well as guide on the relationship between various employees of the municipality. It was agreed that the secretariat would generate a proposal for the members to review.

c. Appointment Letters to Municipal Staff

It was proposed that the secretariat should consolidate all appointment letters of municipal staff, evidence of staff secondment as well as evidence of securing space for the municipal office and its location. Members were notified that efforts to secure office space were ongoing. Ms. Grace proposed Siaya Public Service Club – opposite Siaya Medical Centre as a suitable adoption site for municipal offices. Noting that it was not County Government property the proposal was shelved and the secretariat advised to intensify their efforts and set up administrative offices. A report on progress should be tabled during the next meeting.

d. Municipal Budget Vote in County Budget FY2019/20

Mr. Walter informed members that despite efforts by the Department of Lands to secure the inclusion of the municipal budget vote in the county budget for the 2019/2020 financial year it was yet to be achieved due to challenges with the County budget office. He however advised members that the UIG budget line is captured in the budget and would be used to facilitate the Boards operations. Members were advised that the municipal vote could only feature in the county budget with the supplementary estimates. It was agreed that the secretariat would prepare a municipal budget for consideration during the next meeting.

e. KUSP Financial Reporting

Members inquired on the type of reporting that occurs with the finances of the municipality and KUSP project. It was clarified by the secretariat that financial reports were sent to World Bank Team bi-annually, the last report was prepared at the end of the FY2018/19. Members were also advised that as an assessment requirement, the municipality is required to forward quarterly financial reports to the Controller of Budget. The secretariat also responded to the

issue of managing UDG and UIG funds as raised by the meeting and advised there was need to change some signatories to the two accounts. The municipal manager should be made a mandatory signatory to the UDG Operational account at Kenya Commercial Bank in Siaya Branch.

f. Participatory Agreements

Members enquired whether a signed Participatory Agreement by the County Governor is available allowing Siaya Municipality to participate in KUSP. The secretariat confirmed that it was in place and they would table the relevant documents in the next meeting.

g. KUSP Annual Investment Plans

The secretariat reported that the earlier annual investment plans existed but needed a review by the board. Ms. Grace sought clarification whether the Annual Investment Plan referred to is the same as the Annual Development Plan noting that there's a difference between the two. In response, the secretariat stated they would respond by tabling the existing documentation before the board for possible review prior to the upcoming KUSP assessment.

h. Integrated Development Plan (IDeP)

Members agreed that the secretariat would liaise with the Director Physical Planning to clearly report on the scope of work by a consultant engaged to prepare the IDeP as well as the possibility of sharing the draft report. It was reported that the concerned consultant who was working on the document had intentionally refused to share the draft report. The meeting concluded that the consultant must be made to submit the draft report for assessment purposes.

i. Municipal Website

Eng. Adrian reminded the secretariat that there is need to hasten the development of website. The secretariat reported that they are working closely with the Directorate ICT to create links for Siaya Municipality within the Siaya County Website. It was resolved that the secretariat reports the created link in the next meeting. Eng. Adrian indicated that he would be pleased to see the Job Description of the Municipal Manager for a start as the rest of the materials are prepared for upload.

j. Citizen Urban Fora

Quarterly Citizen Urban Fora was reported to be a mandatory requirement as a methodology for municipal resident engagement. It was also reported that at least four urban fora are required for assessment under KUSP. Members agreed that there is need for a feedback meeting on Thursday the 29th August, 2019 in the three venues as used in public participation to validate the public opinions generated on identification of a project. Members agreed that the reports/minutes of the meetings qualify as Siaya Municipal Board citizen fora results.

Min4/20/AUG/19: Review of Public Participation

Members were taken through the reports of the public participation meetings that occurred on the 15th & 16th of August, 2019 at Boro Chief Camp, Karemo Social Hall and ATC Siaya respectively. The meeting advised that averages should be used as units of analysis and not the raw scores. The meeting analyzed the reports and resolved to support the popular public opinion that connectivity in Siaya Municipality needs to be considered as a project for KUSP UDG funding. They advised that technical teams should be assembled and engaged to advice on a possible project design that would meet the resource envelope of the KUSP funding as well as include the input of the residents. It was agreed that His Excellency the Governor would be briefed on the output of the public participation meetings and the planning going forward.

Members advised the secretariat to immediately initiate a follow up on the invitees who did not turn up for the public participation events, to establish their input as well as share the decisions made by members of the public present. It was resolved that such people should be encouraged to attend similar functions in future in order to make them part and parcel of the project.

Min5/20/AUG/19: Matters Arising

The Vice chairperson proposed members need to be educated on selection of board committees and how the board would relate with them. It was agreed that the secretariat would prepare a report on formation of board committees for deliberation during the induction workshop.

Members advised that the writing of minute headings should follow some consistent pattern of either numbers, dots or roman numbers only and not a mix as was observed on the minutes of the previous meeting. Members resolved that minutes of the previous meeting ought to be circulated early in advance through existing online platforms for members to review in preparation for the next meeting. It was agreed that the secretariat would liaise with the chairperson on the agenda for meetings. Members also agreed to adopt *Name (Designation)* as a good reference where necessary and that the minutes should feature the first name alone or in the alternative the full names of the member.

Min6/20/AUG/19: Any Other Business

The Chairperson advised the secretariat to loop in resource persons who would help fast-track the activities of the board especially on the pending paperwork for upcoming KUSP assessment. The executive was requested to consult widely on welfare issues relating to the board.

Adjournment

There being no other business, the meeting ended at 1830 hours with a word of prayer from Ms. Grace. It was agreed that the next meeting is scheduled to take place at the same venue the following Monday - 26th of August, 2019.

Chairperson.....Signature..... Date.....

Secretary..... Signature..... Date.....