



COUNTY GOVERNMENT OF KIAMBU KIAMBU MUNICIPALITY

Tel: +254 709 877 002 | Email: info@kiambu.go.ke | Website: www.kiambu.go.ke | Twitter: @KiambuCountyGov

TO: KIAMBU MUNICIPALITY BOARD MEMBERS
FROM: MUNICIPAL MANAGER / BOARD SECRETARY
DATE: 10TH MAY, 2024
REF: KCG/KBU-MUN/KMB/VOL 01/02
RE: INVITATION TO KIAMBU MUNICIPALITY BOARD MEETING

The above subject refers.

In light of the inauguration of new Kiambu Municipality board members, in accordance with Section 13 of the Urban Areas and Cities Act 2011, I am pleased to extend to you an invitation to our upcoming board meeting.

Date: Thursday, 16th May 2024

Time: 10:00 AM

Venue: Kiambu Municipality Boardroom, Nova Offices, Kiambu Town


The agenda for the meeting will focus on critical groundsetting matters, including:

1. Welcome and Introductions
2. Reading of Minutes from previous meeting
3. Constitution of Board Committees
4. Board Papers on various plans
5. Annual budget for Kiambu Municipality
6. Integrated Solid Waste Management (ISWM) Plan
7. Any Other Business (AOB)

Your presence and input at this meeting are highly valued as we embark on crucial planning and decision-making processes for Kiambu Municipality. Kindly confirm your availability and purpose to attend.

Thank you for your cooperation, and I look forward to our collective efforts towards advancing the development agenda of Kiambu Municipality and the County Government of Kiambu.

Best regards,


John Njoroge
Municipal Manager / Board Secretary

CC: CECM – Lands, Housing, Physical Planning, Municipal Administration and Urban Development
CO – Municipal Administration and Urban Development



COUNTY GOVERNMENT OF KIAMBU
KIAMBU MUNICIPALITY
BOARD MEETING HELD ON 16TH MAY 2024

MINUTES OF THE KIAMBU MUNICIPALITY BOARD MEETING HELD ON 16TH MAY 2024 AT KIAMBU MUNICIPALITY BOARDROOM AT 10:00AM

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|-------------------------|-----------------------------------|
| Title of Meeting | Kiambu Municipality Board Meeting |
| Members Present | Attendance List Attached |
| Venue | Kiambu Municipality Boardroom |
| Date of Meeting | 16 th May 2024 |
| Time | 10am to 12 noon |

| No. | Subjects / Decisions | Actions |
|---------------------|--|---------------------------------|
| | <p><u>MEMBERS PRESENT</u></p> <p>Antony G. Karanja – Board Chairperson Rev. Joseph Kamoni – Member Solomon M. Mwangi – Member Carol G. Muibu – Member Daniel M. Rurigi – Member Eng. Njoroge Kamunge – Member Salome Muthoni – CECM Martin Kangiri – Chief Officer John K. Njoroge – Secretary/Municipal Manager</p> | Members present were recognized |
| MINUTE 1/M2/2024 | <p><u>ADOPTION OF AGENDA</u></p> <ol style="list-style-type: none">Welcome and IntroductionsReading of Minutes from previous meetingConstitution of Board CommitteesBoard Papers on various plansAnnual budget for Kiambu MunicipalityIntegrated Solid Waste Management (ISWM) PlanAny Other Business (AOB) <p>The meeting's agenda was proposed by Solomon Mwangi and seconded by Eng. Njoroge Kamunge</p> | Agenda was adopted |



COUNTY GOVERNMENT OF KIAMBU
KIAMBU MUNICIPALITY
BOARD MEETING HELD ON 16TH MAY 2024

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| MINUTE 2/M2/2024 | <p style="text-align: center;"><u>WELCOME AND CALL TO ORDER</u></p> <p>The meeting was called to order at 10:00 am by the Chairperson, Mr. Karanja, who welcomed all members and invited Rev. Kamoni to lead the opening prayer. After his remarks, the Chairperson invited each member to give their opening remarks.</p> | Call to order and opening remarks |
| MINUTE 3/M2/2024 | <p style="text-align: center;"><u>READING OF PREVIOUS MEETING MINUTES</u></p> <p>The Secretary read the minutes of the previous meeting.</p> <p>No corrections were noted.</p> <p>The minutes were proposed by Solomon Mwangi and seconded by Rev. Joseph Kamoni.</p> | Previous meeting minutes read and approved |
| MINUTE 4/M2/2024 | <p style="text-align: center;"><u>FORMATION OF BOARD COMMITTEES</u></p> <p>The Secretary presented a board paper on the formation and terms of reference for Board committees. The proposed five committees are guided by the UACA Regulations (General) 2022. Members adopted the board paper and appointed members to committees, all of which the board chair will be Ex-Official.</p> <ul style="list-style-type: none">• HR and Administration Committee Members:<ol style="list-style-type: none">1. Solomon Mwangi – Committee Chair2. Joseph Kamoni – Committee Member3. Carol Muibu – Committee Member• Audit, Risks and Compliance Committee Members:<ol style="list-style-type: none">1. Carol Muibu - Committee Chair2. Joseph Kamoni - Committee Member3. Njoroge Kamunge - Committee Member• Finance and General-Purpose Committee Members:<ol style="list-style-type: none">1. Daniel Rurigi - Committee Chair2. Solomon Mwangi - Committee Member3. Njoroge Kamunge - Committee Member• Technical/Strategy Committee Members:<ol style="list-style-type: none">1. Njoroge Kamunge - Committee Chair2. Daniel Rurigi - Committee Member3. Joseph Kamoni - Committee Member• Gender Mainstreaming Committee Members:<ol style="list-style-type: none">1. Carol Muibu - Committee Chair2. Njoroge Kamunge - Committee Member3. Joseph Kamoni - Committee Member | Committees of the board formed |



COUNTY GOVERNMENT OF KIAMBU
KIAMBU MUNICIPALITY
BOARD MEETING HELD ON 16TH MAY 2024

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| <p>MINUTE 5/M2/2024</p> | <p><u>BOARD PAPERS</u></p> <p>The Secretary presented board papers on the following:</p> <ol style="list-style-type: none">1. The Citizen Fora and Annual Work plan for the Kiambu Municipality Board2. The development of a strategic plan for the Kiambu Municipality Board <p>Members adopted the board papers and assigned them to the respective committees for action. The Technical/Strategy Committee was tasked with handling the work plan and strategic plan board papers, while the Finance and General-Purpose Committee was assigned the Integrated Solid Waste Management Plan board paper. Both committees were instructed to hold their first meetings.</p> <p>Daniel Rurigi informed the members about a draft strategic plan for Kiambu Municipality that was developed in 2023 by the board. Members adopted this draft strategic plan as a working document for the Technical/Strategy Committee.</p> | <p>Board papers adopted</p> |
| <p>MINUTE 6/M2/2024</p> | <p>The Secretary presented the proposed budget estimates for the financial year 2024/2025 for Kiambu Municipality, as well as the Integrated Solid Waste Management (ISWM) Plan for Kiambu Municipality.</p> <p>Members discussed and adopted the proposed annual budget for the financial year 2024/2025, as well as the ISWM Plan.</p> <p>Proposed by Daniel Rurigi and seconded by Solomon Mwangi.</p> | <p>Annual budget for the financial year 2024/2025 approved</p> |
| <p>MINUTE 7/M2/2024</p> | <p><u>CLOSING REMARKS</u></p> <p>In his closing remarks, the Chairperson recommended a meeting with members of the County Assembly from the four wards of Kiambu Municipality. This recommendation was accepted by the board members.</p> <p>Members discussed the importance of proper time management for board meetings and committed to giving their best in service to the Municipality. The Secretary also assured members of excellent service to the board.</p> <p>The date for the next board meeting will be confirmed after the development of the annual work plan.</p> <p>The session concluded with a prayer by Carol Muibu.</p> | <p>Closing remarks were made</p> |



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KIAMBU MUNICIPALITY
BOARD MEETING HELD ON 16TH MAY 2024

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| | <p><u>ANY OTHER BUSINESS (AOB)</u></p> <p>There being no further business, the meeting was adjourned at 12:30pm</p> | <p>Meeting adjourned</p> |
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| <p>Minutes prepared by:</p> <p>John K Njoroge: Board Secretary</p> | <p>Confirmed by:</p> <p>Antony G. Karanja: Board Chairperson</p> |
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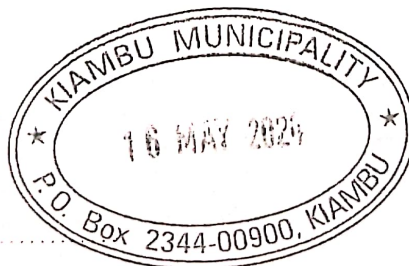
Submitted on 16th May 2024

BOARD PAPER

FORMATION AND TERMS OF
REFERENCE OF KIAMBU
MUNICIPALITY BOARD
COMMITTEES

Prepared and submitted by:

John Njoroge
Municipal Manager / Board Secretary



Introduction

This paper outlines the Terms of Reference (TORs) for the proposed four committees to be established by the Kiambu Municipality Board, as mandated by the Urban Areas and Cities Act and related laws. These committees will provide focused oversight and support to the Board in key areas:

- Human Resources & Administration
- Audit, Risks & Compliance
- Finance & General-Purpose
- Technical and Strategy
- Gender Mainstreaming Committee

Committee Composition

Each committee will be composed of a designated Chairperson and a minimum of two Board members, ensuring diverse perspectives and expertise. The Board Chairperson may appoint additional members upon justification.

Committee Meetings

Each committee will establish its meeting schedule and frequency based on workload and needs. Regular reports will be submitted to the Board summarizing committee activities and recommendations.

Committee Responsibilities

1. Human Resources & Administration Committee

Responsibilities:

- Oversee human resource policies and procedures, including assessing the staff establishment, recruitment needs assessments, and performance management.
- Review and recommend staff development initiatives.
- Advise on matters relating to employee relations and workplace health and safety.
- Develop and monitor the implementation of the municipality's administration policies and procedures.

Reporting:

- Submit periodic reports to the Board on HR and administration matters.
- Present proposed revisions to HR policies and procedures for Board approval and onward forwarding to the County Public Service Board.

2. Audit, Risks & Compliance Committee

Responsibilities:

- Oversee the internal audit function and ensure its effectiveness in reviewing financial controls and operations.
- Monitor the adequacy of risk management practices and internal controls.
- Ensure compliance with relevant laws, regulations, and ethical standards.
- Review and report on the external auditor's reports and management responses.

Reporting:

- Submit regular reports to the Board on internal audit activities and risk management practices.
- Present any identified control weaknesses or compliance issues requiring Board attention.

3. Finance & General-Purpose Committee

Responsibilities:

- Oversee the municipality's financial management, including budgeting, accounting, and reporting.
- Monitor financial performance against established budgets and targets.
- Guide the implementation of the Integrated Solid Waste Management (ISWM) Plan.
- Advise on financial policies and investment strategies.

Reporting:

- Submit regular reports to the Board on the municipality's financial performance.
- Present budget-related proposals for Board review and approval.
- Submit reports to the Board on the implementation of the ISWM Plan.

4. Technical / Strategy Committee

Responsibilities:

- Provide oversight and guidance on the development and implementation of the municipality's strategic plan.
- Develop the Citizen Fora schedule and annual work plan of the board.
- Review and recommend technical standards and specifications for infrastructure projects.
- Monitor the performance of municipal services and recommend improvements.
- Analyze and consider emerging technical trends and their impact on the municipality.
- Advise the Board on strategic partnerships and collaborations.

Reporting:

- Submit periodic reports to the Board on progress towards strategic objectives.
- Present project proposals and recommendations for technical improvements.

5. Gender Mainstreaming Committee

Responsibilities:

- Conduct and/or facilitate gender analysis and gender audits within the institution.
- Facilitate the development, implementation, and review of gender and Gender-Based Violence (GBV) policies.
- Ensure an institutionalized and well-defined gender mainstreaming structure.
- Oversee sensitization and training of all staff on gender mainstreaming.
- Review institutional policies to ensure gender responsiveness.
- Ensure committee representation in relevant institutional areas such as procurement, tendering, recruitment, and budgeting to promote gender equity.
- Coordinate reporting on gender equality status to relevant structures on behalf of the institution.
- Regularly review progress of planned gender mainstreaming interventions within the institution.
- Receive and disseminate feedback on gender mainstreaming and take necessary actions.

Reporting:

- Submit regular updates on gender mainstreaming activities and progress.
- Provide feedback on gender equality matters and ensure Board awareness of gender-sensitive initiatives.

Conclusion

These Terms of Reference provide a framework for the effective operation of the Kiambu Municipality Board committees. The Board may consider revising these TORs periodically to ensure their continued relevance and effectiveness.

Next Steps

The Board is invited to:

- Review and approve the proposed Terms of Reference for each committee.
- Appoint committee members and chairpersons.
- Allow each committee to establish its detailed meeting schedule and procedures.

By establishing these committees, the Kiambu Municipality Board will strengthen its governance framework and ensure focused oversight in critical areas that contribute to the municipality's success.



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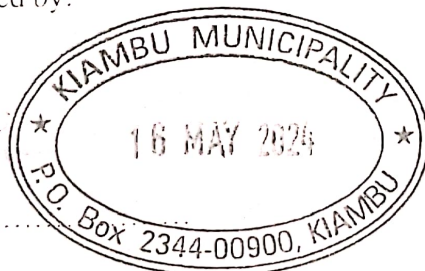
16th May 2024

BOARD PAPER

DEVELOPMENT OF 2024/2025
CITIZEN FORA SCHEDULE AND
ANNUAL WORK PLAN FOR
KIAMBU MUNICIPALITY
BOARD

Prepared and submitted by:

John Njoroge
Municipal Manager / Board Secretary



Introduction:

Upon formation and assignment of responsibilities to the Technical/Strategy Committee, this paper proposes the development of the annual Citizen Fora schedule and a comprehensive 2024/2025 annual municipality board work plan.

Benefits of a Board Work Plan and Citizen Fora Schedule:

- Ensures efficient use of Board meeting time by focusing on key issues.
- Aligns Board activities with strategic objectives.
- Improves communication and collaboration within the Board.
- Enhances transparency and accountability to stakeholders.
- Aligns with UACA 2011 (Rev 2019) on Citizen Fora schedule

Committee's Role:

- Develop a work plan that outlines key agenda items, timelines, and responsible parties. Such work plan agenda includes statutory Citizen Fora and schedule of board meetings.
- Consider incorporating opportunities for committee updates and progress reports on strategic plan implementation.
- Present the proposed work plan to the Board for review and approval.

Board Involvement:

- Provide feedback and direction during the work plan development phase.
- Approve the final work plan to establish a clear roadmap for Board activity.

Expected Outcome:

A collaboratively developed work plan will ensure focused and efficient Board meetings that contribute directly to achieving the municipality's strategic goals.

Next Steps:

- Board discussion and endorsement of tasking the Technical/Strategy Committee with developing the citizen fora schedule and work plan.
- Committee initiates work plan development, aligning it with the strategic plan.
- Draft work plan presented to the Board for review and approval.

Call to Action:

Your endorsement will streamline Board operations and ensure alignment with our strategic vision.



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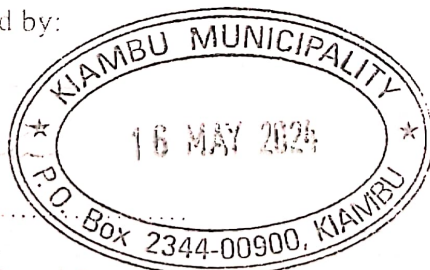
16th May 2024

BOARD PAPER

DEVELOPMENT OF A
STRATEGIC PLAN KIAMBU
MUNICIPALITY BOARD

Prepared and submitted by:

John Njoroge
Municipal Manager / Board Secretary



Introduction:

This paper proposes leveraging the newly established Technical/Strategy Committee to develop a comprehensive strategic plan for the Kiambu Municipality.

Benefits of a Strategic Plan:

- Provides clarity and direction for the municipality's future.
- Improves decision-making through data-driven planning.
- Enhances collaboration among departments and stakeholders.
- Facilitates effective communication with the public and partners.

Committee's Role:

- Lead research and analysis to inform strategic objectives.
- Facilitate stakeholder engagement through workshops, surveys, or any other effective means.
- Draft the strategic plan, including vision, mission, and implementation strategies.
- Present plan to the Board for approval.

Board Involvement:

- Provide oversight and feedback throughout the process.
- Actively participate in stakeholder engagement activities.
- Approve the final strategic plan.

Expected Outcome:

The expected outcome of this initiative is a well-defined strategic plan that serves as a roadmap for the future development and growth of Kiambu Municipality. This plan will guide decision-making, foster collaboration, and improve communication with stakeholders, ultimately benefitting the entire community.

Next Steps:

1. Board discussion and endorsement of the proposal.
2. Technical/Strategy Committee develops a detailed timeline and budget proposal.
3. Collaborative planning process begins with stakeholder engagement.

Call to Action:

Your endorsement will initiate a strategic plan that is essential for the continued success and sustainability of Kiambu Municipality.