

MURANG'A COUNTY GOVERNMENT

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KENOL MUNICIPALITY

MINUTES OF LEGAL, EDUCATION, SOCIAL SERVICES, GENDER INCLUSIVITY AND PARTNERSHIPS COMMITTEE MEETING HELD ON 15TH AUGUST, 2024 AT THE MUNICIPALITY BOARDROOM

Present

- | | |
|-------------------|-----------------------|
| 1. Rosemary Ngigi | Committee Chairperson |
| 2. Anne Ndung'u | Board Member |
| 3. Charles Kabuga | Board Member |

In Attendance

- | | |
|---------------------|----------------------------|
| 1. Levis Maina | Municipal Manager |
| 2. Josephine Kagoi | Environment officer |
| 3. Jane Wangeci | Urban Planner |
| 4. Walter Ojwang | Municipal Economist |
| 5. Nelly W. Muchoki | Social Development Officer |

Agenda

1. Preliminaries
2. Opening and Welcome Remarks
3. Matters Arising
4. Partnering with Local Stakeholders in Municipality Development
 - b) Gender Participation and Inclusion Framework
 - c) Grievances Redress Mechanism Framework
5. A.O.B
6. Adjournment.

Item	Description	Action
	<u>Preliminaries</u> The Convener of the Committee, Rosemary Ngigi called the meeting to order at 10.08 am. A word of prayer was led by Walter Ojwang.	
Min 1/15/08/24	<u>Opening and Welcome Remarks</u> The Chairperson thanked the members for participating in the meeting. She observed that the team spirit is required more so during this period that the Municipality was establishing. The Chairperson introduced the agenda of the meeting. Director Anne Ndung'u proposed that the agenda	

	of the meeting be amended to include the discussion on the proposed public participation framework. After a short deliberations, the Committee adopted the agenda with modifications as was proposed by Rosemary Ngigi and seconded by Charles Kabuga.	
Min 2/15/08/24	<p><u>Reading and Confirmation of the Previous Minutes</u></p> <p>The Manager took the Committee through the meeting minutes of 23rd May, 2024. The minutes were confirmed to be true recordings of the day's deliberations and were proposed by Charles Kabuga and seconded by Anne Ndung'u</p>	
Min 3/15/08/24	<p><u>Matters Arising</u></p> <p>a) Grievances Redress Mechanism Framework The matter to be executed as an agenda in the day's meeting</p> <p>b) Gender Participation and Inclusion Framework The matter to be executed as a substantial agenda in the day's meeting</p> <p>c) Assessment for Second Kenya Urban Support Programme The Committee members enquired on the status of the preparation for the upcoming assessment for Kenya Urban Support Programme. The Municipal Economist informed the committee that requisite policy documents are being prepared and part of them were the grievance redress framework and the gender inclusion policy to be tabled for debate during the meeting.</p> <p>Recommendation: The Committee recommended that the Manager to prepare a comprehensive report on the status of preparation for the assessment to be presented during the next meeting</p> <p>d) Budget for Operations The Manager reported that the required budget for the operations had not been received and he was in consultation with the office of the CECM to ensure that the funds are available</p> <p>Recommendation The Committee recommended that a consultative meeting with the executive be sought through the Chairperson of the Board for deliberations on the state of the funding for the Municipality</p>	<p>1. Municipal Manager</p> <p>2. Social Development Officer</p>
Min 4/15/08/24	<u>Gender Mainstreaming and Inclusion Framework</u>	

	<p>The Social Development Officer tabled the draft Gender Mainstreaming and Inclusion Framework. She informed the members that the technical team had undertaken wide consultations and reviewed several frameworks for other counties and Municipalities. The Development Officer informed the Committee that the policy reinforces the mandate of the Committee as far as gender mainstreaming is concerned.</p> <p><u>Committee Resolution and Recommended</u></p> <p>After extensive deliberations, the Committee resolved and recommended that the Policy Framework be tabled before the Full Board for adoption and approval during the next full board meeting</p>	
<p>Min 5/15/08/24</p>	<p><u>Grievance and Redress Mechanisms Framework</u></p> <p>The Social Development Officer tabled the draft Grievance Redress Mechanism Framework. She highlighted the contents of the framework which included:</p> <ul style="list-style-type: none"> i. The process for lodging complaints or concerns to the Municipality ii. The designation of a focal person to undertake grievance redress issues iii. The dedication of a toll-free line for reporting grievances, besides providing other avenues for reporting grievances including website, mobile number, as well as secure boxes placed strategically within the municipality to enable the residents to submit the complaints. I iv. A committee to be constituted to fast-track investigation and resolution of the reported complaints/concerns <p><u>Committee Resolution and Recommended</u></p> <p>After extensive deliberations, the Committee resolved and recommended that the Framework be tabled before the Full Board for adoption and approval during the next full board meeting</p>	
<p>Min 6/15/08/24</p>	<p><u>Municipality Public Participation Policy</u></p> <p>The Social Development Officer tabled the draft Public Participation Policy. She informed the members that the draft policy had been developed but had not been presented to stakeholders for comments.</p> <p><u>Committee Resolution</u></p>	<p>Municipal Manager</p>

	<p>The Committee after extensive deliberations, recommended that a technical team be drawn from all the divisions and sections of the Municipality to finalize the draft Public Participation framework before it's presented to the stakeholders for comments.</p>	
<p>Min 7/15/08/24</p>	<p><u>Any Other Business</u></p> <ol style="list-style-type: none"> 1. The Chairperson directed the Manager to liaise with the CECM Lands, Physical Planning and Urban Development so that a Social Safeguards Officer can be appointed and deployed to the Municipality 2. Director Charles Kabuga urged the technical team to ensure that they prepare properly for the KUSP assessment 3. Director Ann Ndung'u reminded the manager to ensure that gender inclusivity is observed in the course of implementing the Municipality programmes 4. The Manager thanked the Committee members for prioritizing the urgent issues of the Municipality. He promised that he would liaise with the office of the CECM to ensure that all required staff are deployed in the Municipality 	
<p>Min 8/15/08/24</p>	<p><u>Adjournment</u></p> <p>Having no other business, the meeting adjourned at 12:41 PM with a closing prayer by Ann Ndung'u.</p> <p>Minutes Compiled by: Walter Ojwang _____</p> <p>Minutes Confirmed By:</p> <p>Manager _____ Date _____</p> <p>Chairperson _____ Date _____</p>	