

COUNTY GOVERNMENT OF KITUI

P. O. Box 33-90200
KITUI



Website: www.kitui.go.ke

MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT
KITUI MUNICIPALITY

MINUTES FOR THE BOARD MEETING HELD ON 5th NOVEMBER 2024 AT KITUI MUNICIPALITY BOARD ROOM.

Members Present

No.	Name	Contact	Designation
1.	Fredrick Kimanga	0728526259	CECM-Lands, Housing and Urban Development
2.	Evans Mutua	0708177086	C. O Urban Development
3.	Irene Kaindi	0720962299	Ag. Municipal Manager
4.	Alex M. Munyoki	0721419626	Municipal Board Chairperson
5.	Judith Nthenya Kasanga	0714752903	Municipal Board Vice Chairperson
6.	William Kitema	0721544789	Board Member
7.	Peter Kiiro Manundu	0722944966	Board Member
8.	Wilfred Kinundu	0727221638	Board Member
9.	Becky Musangi James	070170990	Board Member
10.	Lina Mutinda	0701539734	Board Member

In Attendance

1. Julietah K. Nzoka

Agenda

1. Opening remarks
2. Presentation of the reviewed Kitui Municipality Integrated Development Plan (IDeP)
3. Presentation of Solid waste management Policy and Plan for adoption by the board
4. Presentation of the grievance Redress mechanism for adoption by the board
5. Submission of the annual Solid waste management policy/plan implementation report for adoption by the board
6. Presentation of gender mainstreaming Terms of Reference (ToR) for adoption by the board

7. Presentation of Kitui Municipality Budget for FY 2024/2025 Annual Development Plan (ADP) and budget for adoption by the board.
8. Presentation of the Municipal Annual Investment Plan for adoption by the board.
9. Presentation of Gender inclusion and participation Framework for adoption by the board.

Opening Remarks

The meeting started at around 9.15 AM with a word of prayer led by Madam Judith Kasanga and thereafter a brief self-introduction of the members. Chair of the board welcomed members to the meeting and requested Ag. Municipal Manager to take members through the agendas of the meeting.

Chair emphasized that the meeting was important for the board members to have an opportunity to be taken through various Municipality documents and thereafter adopt them for implementation.

Min 1:5/11/2024: Presentation of the reviewed Kitui Municipality Integrated Development Plan (IDeP).

Ag. Municipal took board members through the reviewed Integrated Development Plan (IDeP) for the FY 2024/2025 indicating that the review of the document involved the following as indicated in the summary below;

S/NO	AREAS OF REVIEW	REVIEW STATUS
1	Cover page	<ul style="list-style-type: none"> • Replaced KICOTEC Photos with Infrastructure Photos, included vision and mission
2	Foreword (Pg.2)	<ul style="list-style-type: none"> • Replaced Big four agenda with Bottom-up economic model, Change board chair
3	Acknowledgment(pg.3)	<ul style="list-style-type: none"> • Replace Governor Ngilu to His excellency Dr. Malombe, CECMS, CO and other staff
4	Demography (Pg. 15 and pg. 18)	<ul style="list-style-type: none"> • Current population (census 2019), under socio-economic replaced KICOTEC with integrated community empowerment
5	Linkage of Kitui municipality IDEP with other county Plans(pg23)	<ul style="list-style-type: none"> • Replaced Governor Ngilu Manifesto with His Excellency Dr. Malombe 16 priority Sector

6	Institutional Framework (pg. 26 to 31)	<ul style="list-style-type: none"> • Changed municipality sections to include the two deputy municipal managers; Finance and administration and technical services. • Changed staff establishment to reflect the current staff gap
7	Other Key actors in municipality (Pg. 32)	<ul style="list-style-type: none"> • Changed municipality organogram to reflect • Re-arranged the authorities to capture correct hierarchy
8	Kitui Municipality 5-year (Pg. 37) Development priority	<ul style="list-style-type: none"> • Replaced 2018-2022 to 2023-2027 CIDP Programmes • Included Planned programs FY2024/2025

This attracted some reaction from the board members that included the following;

- I. **At what percentage of IDeP implementation are we at?**, Ag. Municipal Manager responded that it's possible to rate IDeP implementation through our annual report. She added that all that was planned may not have been achievement because of budget constraints. Chief Officer Urban Development added that implementation of the current IDep has been affected by national factors that include dropping off of the FY 2024/2025 Finance Bill. Chief Officer reported to board members that the challenges around budgets is being addressed and soon counties will be allowed to start budget implementation.
- II. **Is it possible for the board to get the IDeP implementation report for it will help the board to have a basis of their planning?** Chief Officer supported the request by the board and urged the Ag. Municipal to have it as an agenda in the next board meeting and avail the report.
- III. **Who Reviewed the document and what is the role of the board in the review?** Ag. Municipal manager informed the board that the review was done by Kitui Municipality technical team since there was gap between the exit of the previous board and the installation of the current board. She added that County programs had to be undertake because of timelines despite the gap. Chief officer responded to this concern by taking the board members through the budget cycle and that they have come in when the cycle had kicked off and most documents developed so the current board will have to adopt them. Chief Offer clarified to the board that in future the board will have a critical role in the budget cycle and that no Municipal budget will be tabled to the cabinet and County Assembly without input by the Board members. Chief Officer added that the Ag. Municipal

Manager and the technical team will come up with the budget proposals that will be presented to the board for amendment and/or approval.

There being no other concern regarding the IDep, board chair requested board members to propose and second for adoption. Wilfred Kinundu (member) proposed and Madam Judith Kasanga (Vice Chairperson seconded adoption of the IDeP.

Min 2: 5/11/2024: Presentation of Solid waste management Policy, Plan and submission of the annual Solid waste management policy/plan implementation report for adoption by the board.

Board members were taken through the Policy and Plan documents by the Ag. Municipal Manager. Member acknowledged the documents indicating that they are good guide in matters solid waste management not only good to meet KUSP 2 requirements but also guide the Municipality in integrated solid waste management. Members of the board aired their reactions to the policy and plan as indicated below;

- I. **How is waste managed in other markets within Kitui Municipality?** Ag. Municipal Manager explained that there are some market centres in the 6 ward under Municipality allocated cleaners and there are others currently without cleaners due to budgetary constraints. She added that with the help of the board this is a discussion that can be initiated to allocate cleaners in the underserved markets and adjust casuals budget line to accommodate the increase.
- II. **Will KUSP 2 fund support solid waste management?** Chief officer responded to board members that UIG supports peer to peer learning for the beneficiary municipalities and also UDG supports acquisition of solid waste management tools and equipment.

Board member raised the following as their input to the policy and plan;

- I. There is need to for the municipality and the County to invest in solid waste recycling because of many opportunities that come with it in the whole value chain.
- II. There is need for public sensitization and awareness creation with an aim of attitude and behavior change in waste management and also promotion of wastes segregation at source
- III. There is need to engage private actor in wastes management. It is cheaper and effective for the government to pursue private investments in wastes management due to financial capacities and budgetary constrains
- IV. There is also need for peer leaning with other Municipalities that are far better and have adopted best practices in integrated wastes management

Members of the board were contented with the contents of the document urging the secretariat to implement its provisions and provide bi-annual (6 months) reports as indicated in the policy and share with the board. Members of the board also recognized the good work of ensuring a clean environment at the County headquarter citing that cleaners sweep as early as 4 O'clock in the morning and trucks frequently collecting and disposing off waste to the dump site.

There being no other concern regarding the Solid Waste Management Policy and Plan, board chair requested board members to propose and second for its adoption. Wilfred Kinundu proposed and Madam Lina Mutinda seconded adoption of the Policy and Plan.

Min 3: 5/11/2024: Presentation of the grievance Redress mechanism for adoption by the board

Ag. Municipal Manager presented the proposed grievance redress mechanism to the members of the board emphasizing that it is aimed at enhancing accountability to the members of the public. Board members agreed to the document and its importance to the public.

Having being satisfied with the document, chair of the board requested for a proposer and a seconder for its adoption. The grievance Redress Mechanism document was proposed by Wilfred Kinundu and seconded by Peter Kiio Manundu

Min 4: 5/11/2024: Presentation of Gender inclusion and participation Framework and Presentation of gender mainstreaming Terms of Reference (ToR) for adoption by the board

Ag. Municipal manager presented the framework to the board members and explained that it is important for municipality to ensure gender sensitivity in its programming and service delivery. She added that Government of Kenya and the Constitution of Kenya 2010, acknowledges the importance of gender equality in development and guarantees equality between female and male and supports their full participation and representation in social, economic, cultural, and political spheres.

Members of the board having be taken trough the highlights of the framework and having no major issue Chair of the board requested for proposer and endorser of the same for adoption. The Kitui Municipality Gender inclusion and participation Framework proposed and seconded by Madam Judith Nthenya Kasanga (Vice chair) and William Kitema (member) respectively.

Min 5: 5/11/2024: Presentation of Kitui Municipality Budget for FY 2024/2025 Annual Development Plan (ADP) and budget for adoption by the board

The two documents Annual Development plan and Approved budget for the financial year 2024/2024 were presented to the members of the board. There were some areas of carination that the board members sought and were responded satisfactory by Chief officer and the Ag. Municipal Manager. Chief officer again took the board member through the budget cycle and informed that that budget for the current financial year was prepared went through various steps and now a supplementary budget has been submitted to the County Assembly. Board members raised the following questions in regards to the current ADP and budget;

- I. Construction of the stalled Kithomboani market not budgeted for in the current budget?
- II. Are we guaranteed to benefit from the KUSP 2 grants? Chief officer informed the board members that we are in the process of assembling the required document for the first assessment
- III. Are we ready with the project proposal to be implemented if we qualify for the grant? Chief officer responded that there are proposed projects identified guided by the list of the eligible projects under the Urban Development Grant component

Board members commended the team for the efforts towards their preparedness to secure the grant and urged them to ensure all required documents and evidence is ready for the anticipated assessment

There being no other issue with the current ADP and budget the two documents were proposed and endorsed for adoption by Lina Mutinda and Becky Musangi James respectively.

Min. 6: 5/11/2024. Presentation of Municipal Annual Investment Plan for adoption

Ag. Municipal Manager stated by explaining to the board members the importance of the Annual indicating that it provides a framework that will propel the Municipality in realizing its vision and mission. She added that the proposed investments programmes in the plan are drawn from the County Integrated Development Plan (CIDP), Municipal Integrated Development Plan (IDeP). This brief overview was meant to help the board members understand the relationship among the various investment guiding documents.

Ag. Municipal Manager presented the Annual Investment Plan to the board members highlighting its objectives, major challenges experienced at the Municipality and the broad investment priority areas as indicated below;

Plan Objectives

1. To provide adequate and resilient urban infrastructure;
2. To provide efficient transport systems;
3. To ensure proper environmental management;
4. To provide adequate waste disposal systems.
5. To provide effective and efficient disaster response
6. To promote urban greening

Some of the Major Challenges

1. Poor road network and dilapidated roads
2. Urban congestion characterized by traffic jams and increased human and vehicular conflict
3. Increased prevalence to flooding due to poor, obsolete and inadequate storm water drainage systems
4. Increased environmental degradation and pollution
5. Poor sanitation
6. Ineffective and inefficient response to disaster

Broad Investment Priority Areas

1. Municipal Solid waste management
2. Municipal Disaster Management
3. Municipal Urban Infrastructure

There was a lengthy discussion on the specific programmes under each broad investment areas where the board members gave their input on the same. Having been satisfied with the plan, members of the board adopted it for implementation with Peter Kiio and William Kitema as the proposer and seconder respectively.

AOB

1. Board members requested for a training
2. Board members proposed annual calendar dates for public forums as follows; 2nd Quarter on 6th November, 2024, 3rd Quarter on 22nd January, 2025 and 4th Quarter on 23rd April, 2025.
3. Board members urged to consider area of expertise/specialization when electing chairpersons of various sub committees

There being no other business the meeting was conclude at 6.20PM with a word of prayer led by Madam Irene Kaindi (Ag. Municipal Manager)

Prepared by:

Secretary IRENE KAINDI Signature [Signature] Date 6/11/2024

Approved by:

Chairperson MWENDA MUKISI Signature [Signature] Date 6/11/2024

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