

# COUNTY GOVERNMENT OF NANDI

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KAPSABET.

## BOARD OF KAPSABET MUNICIPALITY

### MINUTES OF KAPSABET MUNICIPALITY SPECIAL SITING OF THE BOARD HELD ON 12TH SEPTEMBER, 2023 AT THE MUNICIPAL MANAGER'S OFFICE

#### PRESENT

S/N	NAME	REPRESENTATION	POSITION
1.	Mark Maritim	Professional	Chairperson
2.	Mildred Jelimo	Youth	Vice Chairperson
3.	Dr Philemon Bureti	CECM Administration, Public service & e-Government	Member
4.	Jonah Kipruto Biwott	CEO Administration & public service	Member
5.	Job Ngetich	Professional	Member
6.	Salma Aden	Professional	Member
7.	Elly Chepkwony	Business Community/ Private Sector	Member
8.	Josephine Tuwei	Neighborhood Association	Member
9.	Richard Ngeny	Municipal Manager	Secretary

#### SECRETARIAT

S/N	NAME	DESIGNATION
1.	Tecla Rono	Head -HR KM
2.	Hillary Kemboi	Snr. ICT Officer Municipality
3.	Erick Keter	Administration Officer
4.	Solomon Koech	ICT officer
5.	Naomy Rutto	Communication officer

**AGENDA:**

1. Reading of the notice convening the meeting
2. Approval of Kapsabet Municipality policies
3. Resolutions
4. Adjournment

AGENDA	MINUTE	ACTOR	PROCEEDINGS
Start time Opening Prayer	1/12/9/2023		The meeting began at 11.30 Am. With opening prayer by Mr. Elly Chepkwony.
Reading of the notice convening the meeting	2/12/9/2023	Chairperson	<ul style="list-style-type: none"> <li>➤ The chairperson started the meeting by welcoming all the members where he gave the municipal Manager, secretary to read through a letter from the ministry of Public Works Housing and Urban Development addressed to all the counties participating in Kenya Urban Support Program KUSP II. Which stated that every municipality or urban area must have a solid waste management policy to meet the minimum condition for the annual performance assessment (APA) which is a requirement to pave way for funding by the World Bank (Urban Development Grants). She therefore informed the members that she had 3 policy documents that required approval of the board</li> <li>➤ The chair highlight on the reason of the special sitting and thank the members for their response.</li> <li>➤ The agenda was proposed by : Jonah Tireito and seconded by Josephine Tuwei</li> </ul>



<p>1. Kapsabet Municipality Public Private Engagement Framework</p>	<p>3/12/9/2023</p>		<p>➤ The Ag. Manager read through a summarized document on Public Private Engagement framework. She highlighted on the key areas in every chapter that needed the requested that the policy be approved even as the document awaits approval of the county assembly. The policy was approved being proposed by Elly Chepkwony and seconded by Josephine Tuwei.</p>
<p>2. Kapsabet Municipality Gender Participatory Framework</p>	<p>4/12/9/2023</p>		<p>➤ The Ag. Manager noted that the policy framework entails sustainable development and tackles urban poverty by creating an inclusive urban center that engages all residents, women, youth, the elderly and persons with disabilities while ensuring equal access to urban opportunities. She added that the document will also address gender disparity. Member Elly Chepkwony added that the gender issue needs to be looked into deeply as it is not only about being male or female but entails a lot and need a well informative session by the members. It was agreed that there should be capacity building on the concept of gender as a stand-alone topic where members unanimously agreed on the topic, Member Mildred Chelimo was tasked to still go through the document and give recommendations from the legal perspective .Having no objection from the members the policy was approved being proposed by Salma</p>

			Aden and seconded by Job Ngetich.
3. Integrated Solid Waste Management policy	5/12/9/2023		➤ The Ag. MM took the members through a brief summarized policy document. Where members added their inputs, CECM Dr Philemon Bureti who is a member of the board pointed that the document had come at the right time when there are plans to relocate the sewer to Iruru forest. The policy was approved proposed by Mildred Chelimo and seconded by Dr Philemon Bureti.
4. Kapsabet municipality risk management policy	6/12/9/2023	Chairperson Ag. mm	➤ The Ag. MM took the members through a brief summarized policy document. Where she mention that this has been brought about by the audit advices and the municipality is set to benefit from a number of policies the board will approve to enable the municipality attain its full autonomy. The policy was approved proposed by Jonah Tireito and seconded by Mildred chelimo
5. Kapsabet occupational safety and health policy	7/12/9/2023		➤ The board members were taken through the above policy whose objective was to enhance safety and health in the work place in line with occupational health and safety act 2007, it was proposed by Dr. Philemon Bureti and Seconded by Josephine Tuwei
6. Kapsabet Municipality human resource policy	8/12/9/2023		➤ The MM highlighted on a number of measures to be put in place to achieve an good hr practices and pointed that this was the right time and members acknowledged that



			<p>this policy will serve the Municipality well and vice chair Mildred Chelimo added that most counties struggle in courts for not having policies on HR matters, the CECM proposed the policy and it was seconded by Salma Aden</p>
7. KAPSABET MUNICIPALITY ICT AND DATA PROTECTION POLICY			<ul style="list-style-type: none"> <li>➤ The chair of finance Mr. elly chepkwony took the members through the policy noting that he has a background on the ICT sector , he added that the modern world is driven by technology and the National government is aiming at tapping more on ICT and such policies are good for organizations to set good practices,</li> <li>➤ The policy was proposed by Dr. job ngetich and seconded by mark Maritim</li> </ul>
AOB	6/12/9/2023		<ul style="list-style-type: none"> <li>➤ The members voiced their concern on the tentative date for induction.</li> <li>➤ The CECM informed the member that there is need to relocate the people from the current market to the fresh produce modern market.</li> </ul>
Adjournment		Close of meeting	There being no other business, the meeting ended at 12.30pm with a word of prayer by Tecla Rono

**Minutes signed by**

Chairman *Nanna Maramba* Sign  Date 11/10/2023

Secretary *Richard Nany* Sign  Date 11/10/23