



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
DEPARTMENT OF LANDS, PHYSICAL PLANNING
HOUSING AND URBAN DEVELOPMENT
ENGINEER MUNICIPALITY



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REPORT OF THE MUNICIPAL BOARD'S WORKSHOP ON POLICY REVIEW
AND ADOPTION HELD ON 18TH -20TH FEBRUARY 2026 AT BURAHA
ZENONI- NAKURU

PARTICIPANTS

- | | | |
|-----------------------------|---|-------------------------------|
| 1. Ms. Tabitha Wambui | - | Board's Chairperson |
| 2. Mr. Samuel Kimani | - | Board's Vice Chairperson |
| 3. Hon Stephen Kinyanjui KK | - | Member (CECM) |
| 4. Ms. Gachiku Julie | - | Member |
| 5. Mr. David Kinyanjui | - | Member |
| 6. Mr. Daniel K. G. Ruara | - | Member |
| 7. Ms. Mary W. Gitau | - | Member |
| 8. Mr. Martin M. Kamau | - | Member |
| 9. Ms. Josphine Muiro | - | Member (CO-UD) |
| 10. Ms. Njoki Gatuhi | - | Secretary to the Board |
| 11. Ms. Muturi M. W | - | Municipality Admin. |
| 12. Mr. Ndiritu Guandaru | - | Municipal Environment Officer |
| 13. Mr. Joseph Kihiko | - | Internal Auditor |
| 14. Ms. Loise Waweru | - | Social Safeguards Officer |
| 15. Eng. Laban Rop | - | Municipal Engineer |
| 16. Mr. Benson Thuku | - | Physical Planner |
| 17. Mr. Henry Ngaruiya | - | Municipal Surveyor |
| 18. Mr. Sammy Macharia | - | Public Health Officer |

1.0 INTRODUCTION

Section 20 of the Urban Areas and Cities Act, 2011 mandates the Board of a Municipality to develop and adopt policies, plans, strategies and programmes for the Municipality. In line too with the Minimum Conditions under the World Bank's Kenya Urban Support Programme (KUSP II) 2nd assessment, Board members in conjunction with technical teams developed several policies and plans for the Municipality.

The workshop was held to allow members of the Board to interrogate, review, make recommendations to the policy documents and thereafter present them to the full Board for formal adoption.

The documents duly completed and presented to Board members include:

- i) Asset Management Policy, Asset Register & Maintenance Plan
- ii) Municipal Grievance Redress Mechanism (GRM) System
- iii) Gender Inclusion & Participation Framework
- iv) Risk Management Policy
- v) Urban Climate Risk Profile Framework
- vi) Solid Waste Management Monitoring & Evaluation Plan
- vii) Private Sector Engagement Framework & Diagnostic Tool
- viii) Pre-Feasibility Study & Municipal Investment Plan
- ix) The Integrated Strategic Urban Development Plan (ISUDP)- a 10-year Plan
- x) Integrated Development Plan (IDeP) - a 5-year plan

Committee Chairpersons and the Committee Technical Officers presented to the members all the policy documents related to their Committees.

2.0 DELIBERATION ON POLICY DOCUMENTS

2.1 Policy Documents Presented by the Finance, Administration and Gender Mainstreaming Committee.

The Chairperson for FAG Committee and the Municipal Gender Mainstreaming Officer presented the following policy documents and members made recommendations under each.

a) Municipal Grievance Redress Mechanism (GRM) System

Proposed changes/ amendments;

- Change the page title by removing the title of the Department and leave Municipal title only.
- Change the signees of the opening briefs to the following;
 - Forward by Governor
 - Preface by Chairperson
 - Acknowledgement by Manager
 - Change name of Chair from Priscilla to Tabitha
- The Municipal GRM steering Committee membership;
The chairperson of the steering committee should be the Chairperson of the Municipal Board since it is a senior committee exclusive to the Municipality.
- Clause - 6.7 - Appendix 2, add a column for 'resolve date' to the Grievance log Register.

c) Gender Inclusion & Participation Framework

The Municipal Gender Mainstreaming Officer reported that document was customized from the National framework. Members read through the first Chapters of the document and noted that the document had issues not agreeing with the Municipality namely;

- i) The document contains a lot of information relating to Ol'Kalou Municipality e.g. Name of Board Chairperson where used, Municipality wards shown are for Ol'Kalou, raising the probability that the ensuing information is Ol'Kalou based.
- ii) The numbers featured in population tables contradict with the figures contained in other Engineer Municipality strategic documents e.g. ISUDP
- iii) Statistics given in several parts of the document are for the entire county and not specific to the Municipality
- iv) Members felt that the status of gender and poverty levels are not the correct representation of the Municipality.

Upon perusing through other chapters of the document, members noted that the document had a lot of data and information to be corrected to align with the Municipality's actual standing. Amending the document would therefore take a longer period.

Consequently, the document was set aside and its deliberation deferred to be discussed in a different sitting since it requires intense scrutiny, review and appropriate amendments to align the content with the Municipality.

c) Asset Management Policy, Asset Register & Maintenance Plan

The Chairperson for FAG and the Internal Auditor presented the Asset Management policy and members deliberated on the contents of the document. They proposed the changes and amendments as reads;

- i) Delete content of page I and retain the cover page
- ii) Amend the signees of the briefs and replace as:
 - Forward – To be signed by the Governor
 - Preface – To be signed by the Board Chairperson
 - Acknowledgement – To be signed by the Municipal Manager
- iii) In acknowledgement, remove para 2, amend para 3 to appreciate the board in general.
- iv) Table of contents; format the table to align chapters which appear to be sub-chapters of others
- v) Part 1.7 -policy development process; Add Development Partners in the list.
- vi) Chapter 4.
 - 4.1 – add the Senate as a National Level Institution
 - 4.2 – add the County Attorney to the County Level Institutions
 - 4.3 – Add Internal Audit Unit to the Municipal Level Institution

- 4.3.4 – replace SCM Director with SCM Officer
- vii) 4.3.4 Municipal Asset Management Committee – replace SCM Director with SCM Officer
- viii) Appendix I; Implementation Matrix - Add column for 'responsible Actor'.
- ix) Appendix I; Purpose and Scope – Review the entire content of the appendix to align with Engineer Municipality.
- x) Appendix 4. List of Proposed Assets Registers:
Remove from list; Health Centers, Railways, ECD Centers

Subject to the changes, corrections and amendments the document was recommended for adoption by the Board.

2.2 Policy Documents Under the Environment, Trade Social Safeguards and Tourism Committee.

a) Urban Climate Risk Profile Framework

The Committee Chairperson and the Municipal Climate Change Officer presented the Municipal Climate Risk Profile Framework. Members acknowledged that the document was comprehensive with minimal amendments viz;

- i) Pages 1-5 mend signatories as follows;
 - Forward – To be signed by the Governor
 - Preface – To be signed by the Board Chairperson
 - Acknowledgement – To be signed by the Municipal Manager
- ii) Executive Summary: (Table 1-5) Acknowledge source of the risk ratings and if possible provide parameters used to measure levels of draught, frost, or extreme coldness.
- iii) Chapter 1:
 - Under the Governance Structure amend the content to align with the powers and mandate of the board as enshrined in the Municipal Charter.
 - Confirm if Mt. Kinangop exists and expunge.
- iv) Document formatting and typographical corrections;
 - Page I, Part reading Prepared by; in the list of participants who prepared the document, the title of Nderitu Guandaru to change to Municipal Climate Change Officer since he participated in his capacity as Municipality Environment and Climate Change Officer.
 - Plate 1: Photos of stakeholder forum are too compressed
 - align the fragmented table in chapter 3 and review repetition in table 5.2.

c) Private Sector Engagement Framework & Diagnostic Tool

- The signees of preface and acknowledgement are missing

- Abbreviations are used in the document body but not appearing on the Acronym and Abbreviation listing.
- The document requires re-formatting to align tables and diagrams (On pages 18, 28,29,33, 39, 49, 51, 60, 70, 72, 76)

d) Urban Diagnostic Tool

The Municipal Social Safeguards Officer responsible for the Diagnostic tool informed the participants that the document had a framework in place shared from the National Government The diagnostics are derived from the public dialogues and requires that public fora are held and documented quarterly, Members accepted the document as presented and recommended its adoption by the Board

e) Solid Waste Management Monitoring & Evaluation Plan

Presented by Chairperson ETST and Municipal Public Health Officer, the participants discussed through the policy document with emphasis to the implementation plan/matrix which contained the objectives, strategies, broad activities, actors, timelines and approximate budgets. Technical team was tasked to come up with annual workplans emanating fro all the implementation plan presented in the various polies. The workplans will be presented to the Board for adoption.

Amend and replace signees as;

- Forward – To be signed by the Governor
- Preface – To be signed by the Board Chairperson
- Acknowledgement – To be signed by the Municipal Manager

Members agreed with the content of the policy document and recommended its adoption by the Board.

2.3 Policy Documents Under the Audit Committee

A) Risk Management Policy

As presented by the Chair Audit Committee and the Municipal Internal Auditor, the document was found to be comprehensive attracting only a few typographical errors.

The corrections raised include;

- i) Cover page: Amend the cover page and expunge the title of the Department from the page since the document belongs to the Municipality.
- ii) Change signatories;

Forward – To be signed by the Governor

Preface – To be signed by the Board Chairperson

Acknowledgement – To be signed by the Municipal Manager

- iii) Chapter 1: Under Devolution Context, amend the paragraph containing name of Ol’Kalou Municipality and replace with Engineer Municipality
- iv) Chapter 3. Under organizational Arrangements (3.3.5) and Figure 3 ; show the position of the County Assembly.
- v) Internal auditor through the Manager to share the Asset Register with the Board.

2.4 Policy Documents Under the Infrastructure and Planning Committee

a) Municipal Investment Plan & Pre-Feasibility Study

- **Municipal Investment Plan**

The Chair for Infrastructure and Planning Committee and the Municipal Engineer presented the plan and the Municipal Investment Plan. The document was developed in accordance with a guideline provided by KUSP II technical team. The Investment Plan is specific to the project that will be financed by the available UIG funds. In case the Board receives extra funds from the donor or from other sources the Board will develop another or other Investments plan/s.

Proposed amendment;

- i) Executive Summary: expunge the phrase ‘situated along Njabini corridor’
- ii) Add an Annexure of photos related public participation.
- iii) Pre-screening document; Accepted as presented.

- **Pre-Feasibility Study**

- i) The document was accepted subject to incorporating topographic survey annexures.

b) Integrated Development & Environmental Plan (IDEP)

Chairperson for Infrastructure and Planning, and the Municipal Physical Planner presented the IDEP to the participants. Members were informed that IDEP is the financial aspect of ISUDP since it gives the monetary costing of the programmes contained in the ISUDP.

IDeP will run for a period of 5 years from 2025 to 2030 and a mid-term review will be undertaken in the third year.

There shall be quarterly reporting and annual progress reporting in the provided template. Members discussed through the implementation matrix and recommended the adoption of the document as presented.

c) Integrated Strategic Urban Development Plan (ISUDP)

Chairperson for Infrastructure and Planning and the Municipal Surveyor presented the ISUDP to the participants. ISUDP will run for 10 years from 2025 to 2035. Participants deliberated in details the plan's strategic projects namely; Water & Sewer Infrastructure, Transport, Electricity, Manufacturing, Commerce, Tourism, Relocation of County Offices Green Spaces, and Capacity Building

Members were agreeable with the contents of the document and recommended it's adoption by the Board.

Ms. Njoki Gatuhi
Municipal Manager