

A CONSULTATIVE MEETING ON MEMBERS FACILITIES WITH HON.MEMBERS OF LABOUR RELATIONS MEMBERS SERVICES & FACILITIES BUNGOMA COUNTY ASSEMBLY

On Governance & policy frameworks guiding the Members' facilities

1.0 Background

1.1 The Parliamentary Catering Fund was established by the Parliamentary Service Commission under section 36 of the Parliamentary Service Commission Act, and in line with section 24(2A) of the Public Finance Management Act. Regulation 3 of Public Finance Management (Parliamentary Catering Fund) Regulations 2019 establishes the Catering Fund (Catering Fund Committee) with the objective of purchasing Catering equipment, managing, and administering catering facilities to be used by Members and Staff.

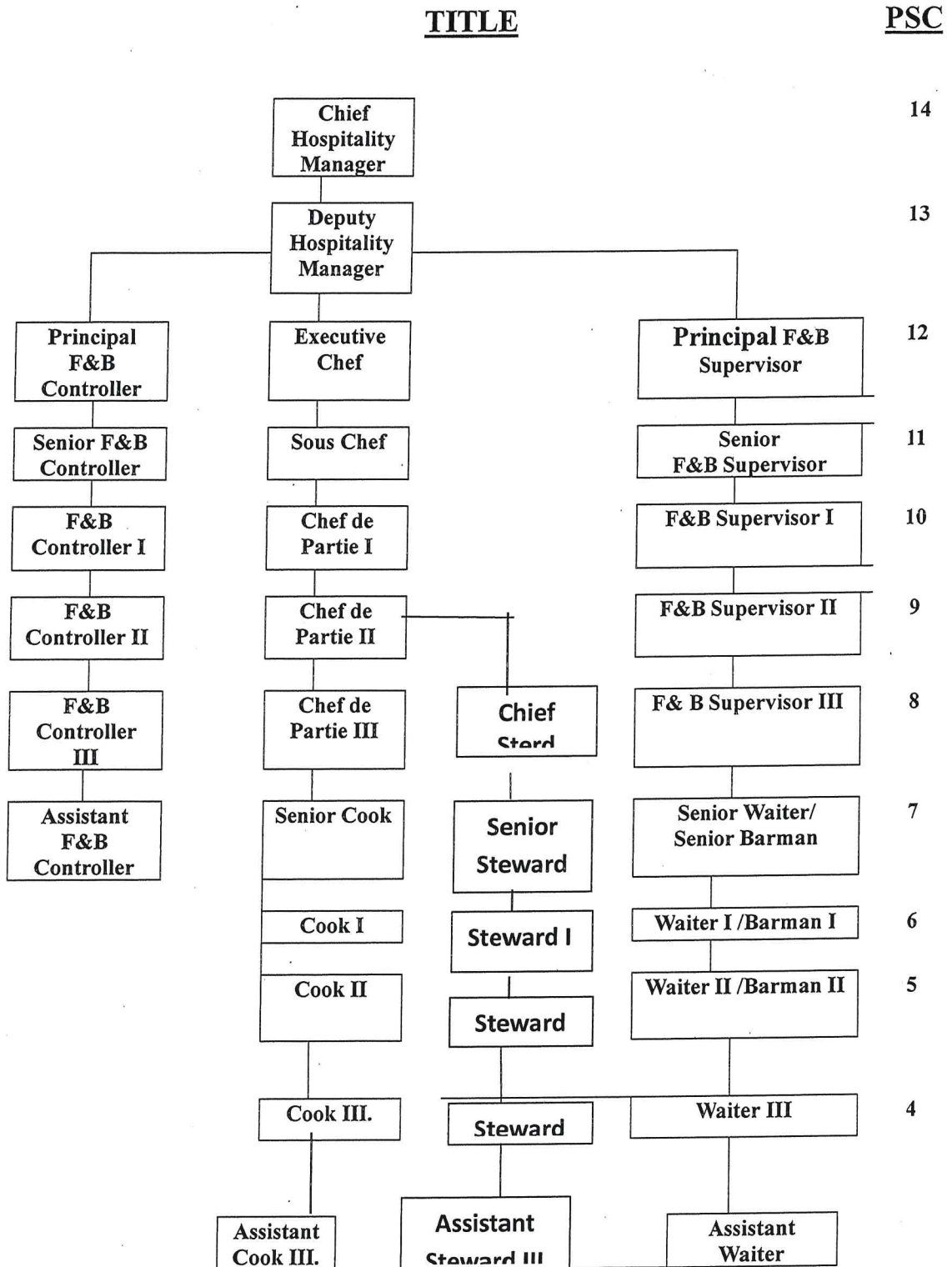
1.2 The Fund is administered by a Catering Fund Committee chaired by the Chairperson of the Members' Welfare Committee of the Parliamentary Service Commission. The Committee is responsible for ensuring that there is prudent use of the funds and monies accruing from the catering facility and that they are used in a manner deemed fit in accordance with laid down regulations. The Clerk of the National Assembly as the Officer Administering the Fund is responsible for the day-to-day operations.

1.3 Catering Services falls under the mandate of the Hospitality Department which provides food and beverage services to Members and staff of Parliament when Parliament is in Session and concessionary during recess. The Department operates as a members' club where all Members of Parliament are members of the club and have equal rights to food and beverage services within the Catering facilities. Former Members of Parliament, subject to them maintaining a stipulated minimum credit balance, are allowed to use the club as honorary members. Senior Staff of the Parliamentary Service Commission may also be allowed to use the Club.

On Management Structures and Staffing:

THE ORGANOGRAM FOR THE HOSPIATLITY DEPARTMENT

a)HOSPITALITY NEW STRUCTURE



b).Staff Establishment

DESIGNATION	PSC SCALE	NEW ESTABLISHMENT
Chief Hospitality Manager	14	1
Deputy Hospitality Manager	13	1
Chief Food and Beverage Controller /Executive Chef /Chief Food and Beverage Supervisor	12	3
Principal Food and Beverage Controller /Executive Sous Chef /Principal Food and Beverage Supervisor	11	3
Food and Beverage Controller I /Sous Chef /Food and Beverage Supervisor I	10	8
Food and Beverage Controller II /Chef Tournant/ Food and Beverage Supervisor II	9	12
Chief Kitchen Steward/ Food and Beverage Controller III /Chef De Partie /Head Waiter /Head Barman	8	15
Senior Steward /Assistant Food and Beverage Controller / Senior Cook/ Senior Waiter /Senior Barman	7	15
Steward I /Cook I /Waiter I /Barman I	6	19
Steward II /Cook II /Waiter II /Barman II	5	26
Steward Assistant /Cook Assistant /Waiter Assistant /Barman Assistant	3&4	36
TOTAL		139

On Maintenance, Quality assurance, and service delivery standards, Health, Safety and wellness consideration Guided By S.O.P.s

In the Hospitality Department, the following pillars are critical to ensure efficient operations: **Maintenance, Quality Assurance, Service Delivery Standards, and the Health, Safety & Wellness of Staff and Members.**

1.0 Maintenance Standards

Maintenance ensures that all hospitality facilities, equipment, and infrastructure operate efficiently and safely.

Key Areas

- **Preventive Maintenance:** Regular servicing of kitchen equipment (ovens, refrigerators, dishwashers, coffee machines).
- **Facility Maintenance:** Proper upkeep of dining halls, kitchens, stores, staff changing rooms, and washrooms.
- **Equipment Calibration:** Ensuring temperature control equipment and weighing scales are accurate.
- **Repairs and Reporting:** Immediate reporting and fixing of faulty equipment to avoid service disruption.
- **Asset Management:** Proper inventory and tracking of hospitality equipment.

Expected Outcomes

- Reduced breakdowns
- Safe food preparation environment
- Efficient service delivery

2.0 Quality Assurance (QA)

Quality assurance ensures that all food and service meet the required **hospitality and public service standards**.

Key Measures

HACCPs

- **Food Quality Control:** Fresh ingredients, proper storage, and adherence to recipes and portion control.
- **Supplier Quality Checks:** Approved suppliers, inspection of deliveries, and compliance with procurement regulations.
- **Food Safety Standards:** Observing HACCP principles (Hazard Analysis Critical Control Points).
- **Regular Audits:** Internal inspections of kitchen hygiene, food preparation processes, and service areas.
- **Customer Feedback Systems:** Feedback from Members of Parliament, staff, and visitors.

Expected Outcomes

- Consistent food quality
- High customer satisfaction
- Compliance with public health regulations

3.0 Service Delivery Standards

4.0 Health, Safety and Wellness of Staff and Members

A safe working and dining environment is essential.

Health

- Regular medical checks for food handlers
- Safe food handling practices
- Proper sanitation and hygiene

Safety

- Fire safety systems in kitchens and dining areas
- Safe use of kitchen equipment
- Emergency response procedures
- Compliance with occupational safety regulations

Wellness

- Staff welfare programs
- Reasonable work schedules and rest periods
- Stress management and mental health support
- Access to protective equipment (gloves, aprons, safety shoes)

Expected Outcomes

- Reduced workplace accidents
- Healthy workforce
- Safe dining environment for Members and guests

SPECIAL ISSUE

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LEGAL NOTICE NO. 103

THE PUBLIC FINANCE MANAGEMENT ACT

(No. 18 of 2012)

IN EXERCISE of the powers conferred by section 36 of the Parliamentary Service Act and section 24(2A) of the Public Finance Management Act, 2012, the Parliamentary Service Commission makes the following Regulations—

THE PUBLIC FINANCE MANAGEMENT (PARLIAMENTARY CATERING FUND) REGULATIONS, 2019

1. These Regulations may be cited as the Public Finance (Parliamentary Catering Fund) Regulations, 2019.

2. In these Regulations, unless the context otherwise requires—
"catering facility" means facilities set aside to offer restaurant, bar and incidental services;

"Commission" means the Parliamentary Service Commission established under Article 127 of the Constitution;

"Committee" means the Catering Fund Management Committee established under regulation 5;

"financial year" means the period of twelve months ending on the 30th June in each year;

"Fund" means the Parliamentary Catering Fund established under Regulation 3;

"officer administering the Fund" means the Clerk of the National Assembly; and

"Member" means a Member of Parliament or a former Member of Parliament.

3. There is established a Fund to be known as the Parliamentary Catering Fund which shall vest in and be operated and managed by the Committee.

4. The object of the Fund shall be to provide for the purchase of catering equipment, management and administration of catering facilities.

5. (1) The capital of the Fund shall consist of—
(a) monies standing to the credit of the account on the date of coming into operation of these Regulations; and

Establishment of the Fund.
Object of the Fund.
Capital of the Fund.

(b) monies appropriated by Parliament to the Fund;

(2) The Fund shall be administered as a special account in the Parliamentary Fund and shall be operated by the officer administering the Fund.

(3) Monies accruing to the Fund shall, where such monies constitute a surplus after meeting the requirements of regulation 10 shall be credited to the Capital of the Fund.

6. (1) There is established a Committee to be known as the Catering Fund Committee, which shall consist of—

Catering Fund
Committee.

(a) the chairperson of the Members' Welfare Committee of the Commission;

(b) the chairperson of the Staff Welfare Committee of the Commission;

(c) one member of the Commission not being the chairperson of the Members' Welfare Committee or Chairperson of the Staff Welfare Committee of the Commission;

(d) the Majority Whip of the National Assembly and in his or her absence, the Deputy Majority Whip;

(e) the Minority Whip of the National Assembly and in his or her absence, the Deputy Minority Whip;

(f) the Majority Whip of the Senate and in his or her absence, the Deputy Majority Whip;

(g) the Minority Whip of the Senate and in his or her absence, the Deputy Minority Whip; and

(h) the Clerk of the Senate.

(2) The Clerk of the National Assembly shall be the Officer Administering the Fund and the secretary to the Committee.

(3) The meetings of the Committee shall be convened by the chairperson or in the absence of the chairperson, by a member designated by the chairperson and shall be convened at such times as may be necessary for the discharge of the Committee's functions.

(4) The quorum for a meeting of the Committee shall be the chairperson and any three members.

7. The Committee shall administer the Fund and shall—

Functions of the
Committee.

(a) recommend conditions on use of any monies in the Fund;

(b) ensure that the monies accruing from the catering facility are used in such a manner as it deems fit; and

(c) advise the Commission on consultancy and outsourcing of the catering facilities.

8. (1) The officer administering the Fund shall subject to the directions of the Committee—

Administration of
the Fund.

(a) supervise and control the administration of the Fund;

- (b) utilize the monies accruing thereto to defray operating expenses, and may impose any reasonable restriction or other requirements concerning such use;
- (c) cause to be kept books of accounts and other books and records in relation to the Fund;
- (d) prepare, sign and transmit to the Auditor General in respect of each financial year and within three (3) months after the end thereof, a statement of accounts relating to the Fund prepared and signed by him or her, specifying the income of the Fund and showing the expenditure incurred from the Fund, in such details as the Commission may from time to time direct in accordance with the Public Finance Management Act; and
- (e) designate and appoint such staff as may be necessary to assist him or her in the administration of the Fund and may require such staff to carry out such inspections as may be necessary to verify any information submitted under these Regulations.
- (2) Every statement of account prepared under this regulation shall include details of the balances between the assets and liabilities of the Fund and shall indicate the financial status of the Fund as at the end of the financial year concerned.
- (3) The Committee shall ensure that the monies accruing from catering facilities are used in such a manner as is deemed just and fit.
- (4) The officer administering the Fund shall ensure that there is prudence in administration of the Fund.
9. (1) A Member desiring to be a member of the Fund shall apply to the Committee for membership upon payment of a prescribed fee.
- (2) The Committee shall prescribe fees payable by a member under paragraph (1).
10. The committee shall ensure that all the expenditure incurred and the monies realized therein shall be used in —
- (a) purchasing goods for supply to the members' catering facility in Parliament;
 - (b) purchasing equipment for improvement of the catering facility;
 - (c) providing catering staff training in compliance with the hospitality industry practices; and
 - (d) providing catering facilities in compliance with the hospitality industry practices; and
 - (e) defraying utility bills such as electricity and water bills.
11. (1) The officer administering the Fund shall establish a catering payment system for the services offered at the catering facility and which shall include card or mobile money payments and monthly deductions but shall not include cash payments.
- (2) Where a member chooses a monthly deduction, the prepared of the daily sales to the member shall be summarized on a monthly basis, duly checked by the Catering Manager and forwarded to the officer administering the Fund for final authorization to the payroll department.

Membership of the Fund.

Operation of the Fund.

Operation of the catering facility.

(3) Members shall be required to sign their bills promptly to avoid undue delay in effecting payments and unwarranted financial embarrassment.

(4) A pay bill transaction account shall be created for each member and their visitors.

(5) The Committee shall have the discretion to withdraw its services from members until all the bills are paid up.

12. (1) For purposes of disbursement of funds under these Regulations, there shall be opened and maintained a bank account in a commercial bank approved by the Commission.

(2) The bank account contemplated paragraph (1), shall be separate from that of the Commission.

(3) The signatories to the Fund account under paragraph (1), shall be the officer administering the Fund and two other persons authorized by the Commission from amongst the staff of the Commission.

13. (1) The officer administering the Fund shall be responsible for the maintenance of proper books of accounts and the preparation of annual financial statements which shall include--

- (a) an income and expenditure account;
- (b) a statement of financial position; and
- (c) a statement of cash flows.

(2) The officer administering the Fund shall ensure that the accounts of the Fund and the annual financial statements relating to those accounts comply with the prescribed accounting standards.

(3) The officer administering the Fund shall cause to be prepared quarterly returns and financial statements to be submitted to the Commission.

14. (1) The Commission may, if it considers it appropriate and upon advice by the Committee engage such experts or consultants to assist in the discharge of the functions of the Fund upon such terms and conditions as the Committee may determine.

(2) The Commission may outsource catering facilities upon such terms and conditions as the Committee may determine.

15. (1) The Public Procurement and Assets Disposal Act, 2015 and regulations shall guide the procurement of goods and services.

(2) Subject to paragraph (1), the Commission shall establish a catering management system to aid in the procurement and sale of alcoholic drinks and soft drinks.

16. The annual financial statements of the Fund shall be subject to audit by the Auditor General in accordance with Articles 226 and 229 of the Constitution of Kenya and the Public Audit Act 2015.

Dated the 24th June, 2019.

JUSTIN MUTURI,
Speaker of the National Assembly,
Chairperson, Parliamentary Service Commission.

Banking arrangement

Proper books of account

Consultancy and outsourcing of services

Procurement of goods

Audit of books of account and financial statements