

COUNTY ASSEMBLY OF BUNGOMA
(LPCS)
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COUNTY ASSEMBLY OF BUNGOMA
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*PCA-LPCS
for tabling
before HWS
29/4/26*

THIRD ASSEMBLY
FIFTH SESSION

COMMITTEE ON LABOUR RELATIONS, MEMBERS' SERVICES AND
FACILITIES

REPORT ON THE BENCHMARK ON OPERATIONALIZATION OF
MEMBERS AND STAFF FACILITIES

COUNTY ASSEMBLY OF BUNGOMA
(LPCS)
12 MAY 2020
NOTICE ISSUED
By: Hon. Catherine Mwangi

Clerk's Chambers
County Assembly Buildings
P.O BOX 1886 - 50200
BUNGOMA, KENYA

MARCH, 2026

COUNTY ASSEMBLY OF BUNGOMA
(LPCS)
12 MAY 2026
TABLED
By: Hon. Catherine Mwangi

Contents	
Preface	iii
Executive Summary	iii
Mandate of the Committee	iv
Committee Membership	v
Acknowledgment	v
CHAPTER ONE	1
1.1 Background	1
1.2 Legal Framework	1
1.3 Objectives of the Visit	2
1.4 Methodology	2
CHAPTER TWO	3
2.1 THE NATIONAL ASSEMBLY	3
2.1.1 Wellness and Fitness Services	3
2.1.2 Hospitality Services	4
2.1.3 Governance and Operations	6
CHAPTER THREE	8
3.1 THE COUNTY ASSEMBLY OF NYANDARUA	8
3.1.1 Wellness and Fitness Services	8
3.1.2 Hospitality Services	8
3.1.3 Governance and Operations	9
CHAPTER FOUR	11
4.1 COMMITTEE GENERAL OBSERVATIONS AND RECOMMENDATIONS	11
4.1.1 COMMITTEE OBSERVATIONS	11
4.1.2 COMMITTEE RECOMMENDATIONS	13
ADOPTION SCHEDULE	15

Preface

Hon. Speaker,

It is my pleasure to present the report by the committee on Labour Relations, Member Service and Facilities on the Benchmark on Operationalization of Members and Staff Facilities.

This Report is submitted pursuant to the second schedule of the County Assembly Standing Orders and the mandate of the Committee to promote Members' welfare, enhance institutional performance, and facilitate the adoption of best practices through benchmarking engagements. In executing this mandate, the Committee undertook a structured visit to the National Assembly of Kenya and the County Assembly of Nyandarua with the objective of examining the establishment, governance, financing, and operationalization of Members' facilities.

The focus of the visit was on key welfare components, namely fitness facilities, wellness centers, and hospitality services, which collectively form an integral part of modern legislative support systems. The Committee's observations and recommendations contained herein are intended to guide the County Assembly of Bungoma in the structured operationalization of similar facilities, for which space has already been allocated.

Executive Summary

Hon. Speaker,

The Committee undertook a benchmark visit to assess institutional frameworks supporting Members' welfare, with particular emphasis on wellness, fitness, and hospitality services. The findings of the visit underscore the critical role that such facilities play in enhancing legislative productivity, improving health outcomes, and strengthening institutional efficiency.

The National Assembly of Kenya has established a comprehensive and mature model characterized by strong governance structures, a clearly defined legal and financial framework, and professional management systems. The integration of wellness and

hospitality services within its institutional architecture reflects a strategic commitment to preventive healthcare and Member support.

Similarly, the County Assembly of Nyandarua demonstrates a functional and contextually appropriate model at the county level, confirming that such facilities are both feasible and beneficial within devolved units of governance. The Committee notes with appreciation that the County Assembly of Bungoma has already taken a significant preparatory step through the allocation of space for the establishment of these facilities.

This Report sets out key findings and proposes actionable recommendations aimed at ensuring that the establishment of these facilities is undertaken within a robust legal, financial, and administrative framework that guarantees sustainability and efficiency.

Mandate of the Committee

Hon. Speaker,

The Committee on Labour Relations, Member Service and Facilities was constituted pursuant to the provisions of Standing Order No 217 of the County Assembly of Bungoma and executes its mandate in accordance with Standing order 5 which provides as follows:

- a) *Investigate, inquire and report all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments.*
- b) *Study the programme and policy objectives of departments and the effectiveness of the implementation;*
- c) *study and review all county legislation referred to it;*
- d) *study, assess and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives;*
- e) *investigate and inquire into all matters relating to the assigned departments as they may deem necessary, and as may be referred to them by the County Assembly;*
- f) *to vet and report on all appointments where the constitution or any law requires the County Assembly to approve, except those under Standing order 185(Committee on Appointments); and*
- g) *make reports and recommendations to the County Assembly as often as possible, including recommendations of proposed legislation.*

Committee Membership

Hon. Speaker,

The Committee on Labour Relations, Member Service and Facilities comprised of the following Members: -

1. Hon. Hentry Nyongesa - Chairperson
2. Hon. Catherine Kituyi - Vice Chairperson
3. Hon. Everton Nganga
4. Hon. Anthony Lusenaka
5. Hon. Polycarp Kimeta
6. Hon. Godfrey Mukhwana
7. Hon Francis Chemion
8. Hon. Everlyn Anyango
9. Hon. Linda Kharakha
10. Hon. Alice Kibaba
11. Hon. Brigid Katasi
12. Hon. Dorcas Ndasaba
13. Hon. Mitrine Nangalama
14. Hon Sheila Sifuma
15. Hon. Aggrey Bosire

Acknowledgment

Hon. Speaker,

I would like to thank the Members of Labour Relations, Members Service and Facilities Committee for their dedication, commitment, integrity and valuable contributions in carrying out the visit to Nairobi and Nyandarua Counties and eventually coming up with this report. The Committee is equally grateful to the Office of the Speaker and that of the Clerk of County Assembly for the support received.

Signed.....

Date.....

Hon. Hentry Nyongesa, MCA Bumula Ward.

Chairperson,

Committee on Labour Relations, Members Service and Facilities

CHAPTER ONE

1.1 Background

Hon. Speaker,

The effectiveness of legislative institutions is increasingly understood to be closely linked to the welfare, health, and overall working environment of their Honorable Members and staff. Contemporary governance systems recognize that optimal performance in legislative, oversight, and representative functions is not solely dependent on technical capacity, but also on the physical and mental well-being of those entrusted with these responsibilities.

In response to this evolving understanding, legislative institutions globally and within Kenya have progressively integrated wellness, fitness, and hospitality services into their operational frameworks. These facilities serve as critical enablers of preventive healthcare, particularly in addressing the rising incidence of non-communicable diseases, while also promoting work-life balance and institutional cohesion.

The National Assembly of Kenya has, over time, developed a comprehensive wellness and hospitality system that exemplifies best practice in this regard. At the county level, institutions such as the County Assembly of Nyandarua and Nakuru have similarly embraced the integration of Members' welfare facilities into their administrative structures.

The County Assembly of Bungoma has already demonstrated commitment to this agenda by allocating space for the establishment of a gymnasium, restaurant, and sauna facilities. However, these facilities are yet to be efficiently utilized. The benchmark visit was therefore undertaken to inform a structured and sustainable approach to implementation.

1.2 Legal Framework

Hon. Speaker,

The establishment and operationalization of Members' welfare facilities is grounded within the broader legal and policy framework governing public institutions in Kenya. The Constitution of Kenya 2010 provides for principles of good governance, efficiency, and

responsive public service, which underpin the need for supportive institutional environments.

Further, the Public Finance Management Act provides a framework for prudent financial management, including the establishment and administration of public funds. The County Governments Act and the County Assembly Services Act collectively provide the legal basis for the administration of county assemblies and the facilitation of Members' welfare.

These legal instruments collectively provide sufficient authority for the establishment of structured wellness and hospitality facilities within county assemblies.

1.3 Objectives of the Visit

Hon. Speaker,

The benchmark visit was undertaken with the primary objective of examining institutional models for the establishment and management of Members' facilities. Specifically, the Committee sought to evaluate governance structures, financing mechanisms, operational systems, and best practices that could inform implementation at the County Assembly of Bungoma.

1.4 Methodology

Hon. Speaker,

In undertaking the assignment, the Committee adopted a multi-faceted approach that included consultative engagements with relevant administrative personnel, physical inspection of facilities, and review of operational systems and governance frameworks. This approach enabled the Committee to obtain both strategic and practical insights into the functioning of the facilities.

CHAPTER TWO

2.1 THE NATIONAL ASSEMBLY

Hon. Speaker,

The Committee established that the National Assembly of Kenya has developed a comprehensive and well-coordinated system for the provision of Members' welfare services. The Wellness Centre and hospitality services are fully integrated into the institutional framework and are supported by robust governance, professional management, and sustainable financing mechanisms.

2.1.1 Wellness and Fitness Services

Hon. Speaker,

The Committee observed that the National Assembly of Kenya has established a comprehensive and well-integrated Wellness Centre, which has been operational since 2003. The facility is designed not merely as a gymnasium, but as a holistic wellness hub aimed at promoting preventive healthcare and enhancing the overall well-being of Members and staff. This approach reflects a deliberate institutional strategy to address the increasing prevalence of lifestyle-related conditions, particularly non-communicable diseases such as hypertension, through structured fitness and health interventions.

The Wellness Centre comprises a fully equipped gymnasium with modern fitness equipment that has been progressively acquired over time through structured procurement processes. In addition to fitness training, the facility offers a wide range of complementary services, including spa therapy, steam bath, sauna, physiotherapy, and nutrition and dietetics support. These services collectively provide a multi-disciplinary approach to health and wellness, enabling users to access both preventive and rehabilitative care within the institutional environment.

Access to the facility is restricted to sitting Members of Parliament and current staff, thereby ensuring controlled utilization and sustainability of services. Entry and usage are managed through a structured booking system, supported by proper record-keeping mechanisms to monitor usage patterns, manage capacity, and ensure accountability in the use of resources.

The Centre is managed by eleven (11) on permanent and pensionable terms and seven (7) contracted qualified and professional fitness instructors and wellness practitioners, whose expertise ensures that services are delivered in accordance with established health and safety standards. To address staffing needs and build capacity, the facility also incorporates internship programmes, which serve as a pipeline for developing future professionals while supplementing human resource requirements.

Governance oversight is provided by a dedicated Wellness Committee, which is responsible for policy direction, operational supervision, and continuous improvement of services. The facility is fully funded by the Exchequer, with an annual budget of around Ksh. 50 million allowing Members and staff to access services free of charge, thereby removing financial barriers and encouraging widespread participation in wellness programmes.

In addition, the National Assembly has a variety of sporting teams including athletics, basketball, volleyball- men and women, Golf, swimming and Darts-specifically for members with disability. These teams continuously train and hold a sports day every year to raise awareness on the importance of fitness both for members of staff and the Honorable Members.

2.1.2 Hospitality Services

Hon. Speaker,

The Committee observed that the hospitality services at the National Assembly of Kenya are structured within a well-defined institutional, legal, and financial framework that ensures efficiency, sustainability, and high standards of service delivery. The restaurant and catering services operate under a dedicated Catering Fund established in accordance with the Public Finance Management Act, thereby providing a clear mechanism for financial management, accountability, and operational independence. (*Annexed*)

The Catering Fund was initially capitalized with a seed amount of approximately Kshs. 70 million and has since grown to about Kshs. 100 million, reflecting prudent financial management and sustainability of the model. The Fund is administered by a multi-departmental committee responsible for oversight, policy direction, and ensuring

adherence to established financial and operational procedures. Surplus funds generated from operations are reinvested through banking arrangements, further strengthening the financial base of the facility.

The hospitality services provide subsidized meals to Members and staff, with buffet services offered at affordable rates, thereby enhancing accessibility while maintaining quality standards. Operations are conducted on weekdays, with additional bar services available in the evening from 6:00 PM. Access to the restaurant is regulated, with Members permitted to host a maximum of two guests, while larger delegations require prior approval from the Speaker, ensuring controlled usage and proper planning.

The system integrates modern and flexible payment mechanisms, including mobile money (M-Pesa) and payroll-based deductions from Members' allowances, supported by pay bill and point-of-sale systems. This enhances convenience and promotes compliance in revenue collection.

Procurement of food supplies is undertaken from prequalified suppliers through structured processes, ensuring quality, reliability, and value for money. Payments to suppliers are processed through formal financial systems, while certain beverages are sourced through Government-to-Government arrangements, enabling cost efficiency.

The hospitality unit is supported by a substantial workforce comprising of 139 staff under the Parliamentary Service Commission, supplemented by contracted personnel and interns. Staff welfare is prioritized, with provisions for transport facilitation and security during extended working hours. Standard Operating Procedures (SOPs) are strictly enforced to maintain consistency, hygiene, and quality of meals and services. Additionally, the unit supports institutional obligations such as committee sittings and bereavement arrangements, where the department is in charge of the first day catering services to the family of the Member. This underscores its integral role in the functioning of the institution.

2.1.3 Governance and Operations

Hon. Speaker,

The Committee observed that the governance and operational framework underpinning the Members' facilities at the National Assembly of Kenya is anchored on well-defined systems designed to promote efficiency, accountability, and sustainability. The management of the facilities is supported by structured administrative controls and institutionalized procedures that ensure orderly access, optimal utilization, and proper stewardship of resources.

Access to the facilities is regulated through a structured booking system, which facilitates advance scheduling, controls user flow, and enhances overall service delivery. This system is complemented by robust record management frameworks that capture user data, monitor utilization trends, and support informed decision-making in the management of the facilities. The maintenance of accurate and up-to-date records further strengthens accountability and enables effective planning for resource allocation and service improvement.

The Committee further noted that the procurement of equipment and related services is undertaken through open and competitive tendering processes, in full compliance with applicable public procurement laws and regulations. This approach ensures transparency, fairness, and value for money in the acquisition of fitness equipment, hospitality supplies, and other operational inputs. It also promotes competitiveness among suppliers, thereby enhancing quality and cost efficiency.

Maintenance of the facilities is equally structured and is conducted through formal procurement mechanisms, including service contracts with qualified providers. This ensures that equipment and infrastructure are regularly serviced, maintained in optimal condition, and compliant with safety and operational standards. The existence of these structured maintenance arrangements minimizes downtime, prolongs the lifespan of assets, and guarantees continuity in service delivery.

Overall, the governance and operational systems observed reflect a deliberate and well-coordinated institutional approach that integrates administrative efficiency, financial prudence, and service excellence in the management of Members' facilities.

CHAPTER THREE

3.1 THE COUNTY ASSEMBLY OF NYANDARUA

Hon. Speaker,

The Committee observed that the County Assembly of Nyandarua has made deliberate and structured efforts towards the establishment and operationalization of Members' welfare facilities. These facilities, encompassing wellness and hospitality services, are integrated within the Assembly's administrative framework and are designed to enhance Members' well-being, efficiency, and institutional support systems.

3.1.1 Wellness and Fitness Services

Hon. Speaker,

The Committee further observed that the County Assembly of Nyandarua is in the process of constructing a modern conference Centre, which is designed to incorporate fitness and wellness facilities. While these facilities are yet to be fully operationalized, their integration into the conference complex reflects a forward-looking approach aimed at enhancing Members' welfare through accessible fitness infrastructure.

This planned development demonstrates the Assembly's commitment to institutionalizing wellness services and providing a conducive environment for both official functions and health-related activities. Upon completion and operationalization, the facility is expected to significantly strengthen the Assembly's capacity to promote preventive healthcare and work-life balance among Members and staff.

3.1.2 Hospitality Services

Hon. Speaker,

The Committee observed that the County Assembly of Nyandarua has operationalized hospitality services that provide structured catering support to Members, staff, and institutional functions. The restaurant services are designed to facilitate convenience, efficiency, and reliability in the provision of meals within the Assembly precincts.

The Committee noted that the County Assembly of Nyandarua has established a well-structured hospitality framework supported by an enhanced budgetary allocation under

the hospitality vote. This has enabled the Assembly to provide complimentary tea services to Members and staff from Monday to Friday, thereby enhancing convenience and supporting daily operations within the Assembly.

Additionally, tea accompanied by snacks is provided during morning committee sittings, ensuring that Members are adequately facilitated during official engagements. This arrangement contributes to improved efficiency and productivity during committee proceedings.

The Committee further observed that the hospitality unit is supported by a dedicated team of staff, including professional chefs and waiters, who ensure the consistent delivery of quality services. To augment this workforce, the Assembly has incorporated internship programmes and contracted personnel, thereby addressing staffing needs while also contributing to capacity building and skills development.

3.1.3 Governance and Operations

Hon. Speaker,

The Committee observed that the governance and operational framework at the County Assembly of Nyandarua reflects a structured and welfare-oriented approach that is firmly anchored within the Assembly's administrative systems. The management of Members' facilities and support services is integrated into the broader institutional framework, thereby ensuring coordination, accountability, and alignment with the Assembly's strategic objectives.

The Committee noted that the Assembly has adopted a proactive approach in strengthening social protection mechanisms for Members and staff through structured burial and benevolent arrangements. In this regard, the Assembly has entered into a formal agreement with its health insurance provider, which guarantees a defined financial contribution in the event of death within the nuclear family of a Member or staff. This arrangement provides a predictable and reliable support system, reducing the financial burden associated with bereavement while reinforcing institutional care and solidarity.

Further, the Assembly complements this financial support with the provision of logistical assistance during bereavement, including tents, chairs, and related services. This holistic

approach to welfare support demonstrates an institutional culture that extends beyond core legislative functions to encompass the social and emotional well-being of Members and staff.

The Committee also observed that the operationalization of hospitality services and planned wellness infrastructure is supported through deliberate budgetary provisions, particularly under an enhanced hospitality vote. This reflects prudent financial planning and prioritization of Members' welfare within the Assembly's expenditure framework. The availability of dedicated funding ensures continuity of services and provides a foundation for the gradual expansion and improvement of facilities.

In terms of human resource management, the Assembly has adopted a blended staffing model comprising permanent staff, contracted personnel, and interns. This approach enhances operational flexibility, ensures adequate service delivery, and contributes to institutional capacity building. The engagement of interns, in particular, provides practical training opportunities while supporting day-to-day operations in a cost-effective manner.

The Committee further noted that administrative controls are in place to guide service delivery, including internal coordination mechanisms for committee sittings and hospitality support. These controls facilitate orderly planning, efficient resource utilization, and timely provision of services, thereby enhancing overall institutional effectiveness.

Procurement of goods and services is undertaken in accordance with the prevailing public procurement and asset disposal framework, ensuring transparency, accountability, and value for money. Similarly, the Assembly has embraced structured approaches to resource utilization and service provision, which contribute to sustainability and operational efficiency.

CHAPTER FOUR.

4.1 COMMITTEE GENERAL OBSERVATIONS AND RECOMMENDATIONS

4.1.1 COMMITTEE OBSERVATIONS

Hon. Speaker,

The Committee made the following observations;

1. The National Assembly has established a comprehensive and fully operational framework for wellness, fitness, and hospitality services, supported by strong governance structures, sustainable financing, and professional management.
2. The County Assembly of Nyandarua has implemented a functional and context-appropriate model, demonstrating that Members' welfare facilities are feasible at the county level.
3. While the National Assembly operates a mature and integrated wellness center, Nyandarua is in the process of expanding its infrastructure, including a conference center incorporating fitness facilities that are yet to be operationalized.
4. Both institutions affirm the critical role of wellness and fitness programmes in promoting preventive healthcare and enhancing Members' productivity and overall institutional performance.
5. The National Assembly has established a dedicated Catering Fund that ensures financial sustainability and operational efficiency, while Nyandarua relies on enhanced budgetary allocations under the hospitality vote to support its services.
6. The Committee observed that Nyandarua provides complimentary tea and snacks, particularly during committee sittings, which contributes positively to the facilitation of legislative business.
7. Both institutions have invested in human resource capacity through employment of skilled personnel, including chefs, fitness trainers, and support staff, supplemented by interns and contracted staff.

8. The Committee noted that governance at the National Assembly is supported by specialized committees, while Nyandarua integrates these functions within its general administrative framework.
9. The Committee observed that Nyandarua has established structured welfare support systems, including burial and benevolent arrangements supported through partnerships with health insurance providers.
10. Operational efficiency in both institutions is enhanced through administrative controls, structured service delivery systems, and adherence to public procurement and financial management frameworks.

4.1.2 COMMITTEE RECOMMENDATIONS

Hon. Speaker,

The Committee made the following recommendations;

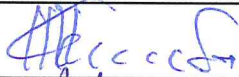
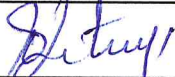






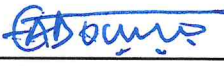



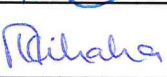
1. **THAT**, pursuant to the Public Finance Management Act, the County Assembly should establish a ring-fenced Catering and Hospitality Fund through a formal resolution of the Assembly, with clear regulations on capitalization, administration, auditing, and reporting, to guarantee financial sustainability, transparency, and operational efficiency of hospitality services.
2. **THAT**, the County Assembly Service Board shall constitute a multi-sectoral Facilities Management Committee with defined terms of reference, including policy oversight, operational supervision, and performance monitoring, and table quarterly reports before the Assembly for accountability.
3. **THAT**, the County Assembly Service Board, prior to commissioning of the facilities, should approve comprehensive Standard Operating Procedures (SOPs), including access control systems, booking protocols, financial tracking mechanisms, and periodic audit requirements that shall guide the operations of these facilities.
4. **THAT**, the County Assembly should expedite on equipping and operationalization of the gymnasium, sauna, and restaurant facilities within the Assembly precincts.
5. **THAT**, the County Assembly Service Board shall recruit qualified personnel through a competitive process and develop binding service standards and codes of practice for wellness and hospitality services, including mandatory compliance with occupational health, safety, and public health laws, to ensure professionalism and quality assurance. Additionally, it should incorporate internship, attachment and contractual engagement frameworks for capacity building and managing understaffing.
6. **THAT**, the County Assembly should develop and implement structured wellness programmes, including fitness activities, health awareness initiatives, and preventive healthcare interventions. This will not only help to promote sporting

culture and wellness of members, as well as enhance physical fitness and team cohesion.

7. **THAT**, the County Assembly Service Board should enhance and formalize comprehensive welfare and benevolent schemes, including partnerships with insurance providers, to strengthen social protection for Members and staff.

ADOPTION SCHEDULE

We the undersigned Members affix our signatures adopting this report with the contents therein

	MEMBERS NAME	DESIGNATION	SIGN
1.	Hon. Hentry Nyongesa	Chairperson	
2.	Hon. Catherine Kituyi	Vice Chairperson	
3.	Hon. Everton Nganga	Member	
4.	Hon. Polycarp Kimeta	Member	
5.	Hon. Godfrey Mukhwana	Member	
6.	Hon. Francis Chemion	Member	
7.	Hon. Brigid Katasi	Member	
8.	Hon. Anthony Lusenaka	Member	
9.	Hon. Metrine Nangalama	Member	
10.	Hon. Everlyne Anyango	Member	
11.	Hon. Linda Kharakha	Member	
12.	Hon. Sheila Sifuma	Member	
13.	Hon. Aggrey Bosire	Member	
14.	Hon. Alice Kibaba	Member	
15.	Hon. Dorcas Ndasaba	Member	