Approved SNA 4/11/26

REPUBLIC OF KENYA

THE NATIONAL ASSEMBLY

THIRTEENTH PARLIAMENT – FIFTH SESSION – 2026

THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

REPORT ON INSPECTION VISITS TO CONSTITUENCY OFFICES IN EMBU AND KIRINYAGA COUNTIES

NATIONAL ASSEMBLY RECEIVED 04 NOV 2026 SPEAKER'S OFFICE P.O. Box 41842-00100 NAIROBI

Directorate of Audit, Appropriations
& General Purpose Committees
National Assembly
Parliament Buildings
NAIROBI

November, 2026

THE NATIONAL ASSEMBLY
PAPERS LAID
DATE: 04 NOV 2026 DAY. Wednesday
TABLED BY: Chairperson, Committee on Members Services & Facilities Hon. (Dr.) Karani Kariuki
CLERK-AT THE-TABLE: Halima Ahmed

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LIST OF ABBREVIATIONS AND ACRONYMS

CPST	- Centre for Parliamentary Studies and Training
CWR	- County Woman Representative
F/Y	- Financial Year
KRA	- Kenya Revenue Authority
MSF	- Members' Services and Facilities
NA	- National Assembly
NSSF	- National Social Security Fund
PSC	- Parliamentary Service Commission
SHA	- Social Health Authority
SHIF	- Social Health Insurance Fund

CHAIRPERSON'S FOREWORD

The Parliamentary Service Commission is established under Article 127 of the Constitution of Kenya (2010). The Article mandates the Commission to provide services and facilities to ensure the efficient and effective functioning of Parliament. Further, Article 127 (6) (e) confers on the Commission the duty to carry out activities that are necessary for the well-being of the Members of Parliament, both in their Nairobi and constituency offices.

The National Assembly Standing Order 212B established the Committee on Members' Services and Facilities, which is one of the sessional Committees of the House, responsible for receiving and considering the views of Members on the services and facilities provided for their benefit and well-being. The Committee is also required to advise and report on all matters relating to the services and facilities provided for Members.

The Committee undertook inspection visits to selected constituency and county offices in Embu and Kirinyaga Counties on Tuesday, 5th May, 2026 and Wednesday, 6th May, 2026 respectively. The objective of the visits was to assess the quality of services and facilities provided by the Commission to Members of Parliament and their constituents.

The Committee observed that while most offices were compliant with the filing of statutory returns and had been issued KRA and NSSF compliance certificates, the Runyenjes and Gichugu constituency offices had historical NSSF arrears that continued to accrue penalties. There was also no mechanism for the disposal of obsolete office furniture in the constituency offices.

The Committee recommends that the Parliamentary Service Commission, through the Constituency Liaison Office, should address the historical NSSF arrears at the affected constituency offices and pursue the waiver of the accrued penalties.

The Committee also recommends that the Constituency Liaison Office should undertake inspection visits to the constituency offices, identify obsolete furniture and equipment and establish an appropriate mechanism for their disposal in accordance with the applicable asset management and disposal procedures.

I would like to thank all Members of the Committee for their contributions and input during the deliberations and writing of this report. The Committee also wishes to thank the offices of the Speaker and the Clerk of the National Assembly for the logistical support provided during the inspection visits.

It is now my pleasant duty and privilege, on behalf of the Committee on Members' Services and Facilities, to present this report to the House, pursuant to Standing Order 199, for consideration.

Hon. (Dr.) Wachira Karani, CBS, MP

1.0 PREFACE

1.1 Committee Mandate

1. Article 127 (6) of the Constitution of Kenya mandates the Parliamentary Service Commission to, among other things, provide services and facilities to ensure the efficient and effective functioning of Parliament. Further, Article 124 of the Constitution empowers Parliament to establish committees.
2. The Committee on Members' Services and Facilities is established under Standing Order 212B and is responsible for:
   (i) receiving and considering the views of Members on the services and facilities provided for their benefit and well-being; and
   (ii) advising and reporting on all matters connected to the services and facilities provided for Members.
3. The oversight role over the facilities for use by Members and staff of the National Assembly is therefore within the mandate of the Committee.
4. The Committee executes its mandate through:
   (i) benchmarking visits to other jurisdictions to establish new ideas and practices;
   (ii) undertaking inspection visits to the constituency and county offices of Members; and
   (iii) direct contact with Members of Parliament to receive their concerns and complaints.

1.2 Committee Membership

5. The Committee on Members' Services and Facilities comprises the following Members:

Chairperson
Hon. (Dr.) Wachira Karani, CBS, MP
Laikipia West Constituency
United Democratic Alliance

Vice Chairperson
Hon. Robert Ngui Basil, MP
Yatta Constituency
Wiper Democratic Movement

Members

Hon. Aramat Lemanken, CBS, MP
Narok East Constituency
United Democratic Alliance

Hon. Brighton Leonard Yegon, CBS, MP
Konoin Constituency
United Democratic Alliance

Hon. Elisha Ochieng' Odhiambo, MP
Gem Constituency
Orange Democratic Movement

Hon. Elsie Busihile Muhanda, MP
Kakamega County Women Representative
Orange Democratic Movement

Hon Feisal Bader Salim, MP
Msambweni Constituency
United Democratic Alliance

Hon. John Mukunji Gitonga, MP
Manyatta Constituency
United Democratic Alliance

Hon. Jayne Kihara Njeri, MP
Naivasha Constituency
United Democratic Alliance

Hon. Jerusha Momanyi Mongina, MP
Nyamira County Women Representative
Jubilee Party

Hon. Paul Odalo Abuor, MP
Rongo Constituency
Orange Democratic Movement

Hon. Augustine Kamande Mwafrika, MP
Roysambu Constituency
United Democratic Alliance

Hon. George Gachagua, MP
Ndaragwa Constituency
United Democratic Alliance

Hon. Peter Kalerwa Salasya, MP
Mumias East Constituency
Democratic Action Party-Kenya

Hon. Ruth Adhiambo Odinga, MP
Kisumu County Women Representative
Orange Democratic Movement

1.3 Committee Secretariat

6. The following secretariat supported the Committee during the inspection visits:

Mr. Abdirahman G. Hassan

Senior Clerk Assistant/ Head of Secretariat

Mr. Morintat Letaya

Clerk Assistant II

Ms. Nancy Chepkemoi

Legal Counsel I

Mr. Winnie Kizia

Media Relations Officer

Ms. Esther Mbatha

Public Communications Assistant

Mr. Rahab Chepkilim

Audio Officer

Ms. Yasmin Hassan

Assistant Sergeant-at-Arms

Mr. Edwin Gichane

Research Officer II

2.0 BACKGROUND

7. The Parliamentary Service Commission is one of the constitutional commissions established under Article 127 of the Constitution of Kenya and is responsible for providing services and facilities to ensure the effective and efficient operation of Parliament and other functions necessary for the well-being of its Members and staff.
8. The Commission offers a range of services to its Members, including medical, insurance, security and library and information services.
9. The National Assembly Standing Order 212B establishes the Committee on Members' Services and Facilities, which is mandated to receive and consider the views of Members of the National Assembly on the services and facilities extended to them by the Commission for their benefit and well-being, and to advise and report on all matters relating to those services and facilities. The Committee therefore serves as the forum through which Members of the National Assembly channel their views and concerns regarding the welfare provided by the Commission.
10. The Committee oversees the facilities available to Members, including the constituency and county offices of Members of the National Assembly, and works proactively to ensure that the offices meet Members' needs and expectations.
11. The Committee also ensures that the emoluments of Members of Parliament and staff, both in the Nairobi and constituency offices, are processed on time.
12. Pursuant to its mandate, the Committee undertook inspection visits to selected constituency and county offices in Embu and Kirinyaga Counties on Tuesday, 5th May, 2026 and Wednesday, 6th May, 2026. The objective of the inspection visits was to:
    (i) Collect views and assess the quality of services and facilities and the status of office infrastructure;
    (ii) Assess the status of constituency and county staff salary disbursement by the Parliamentary Service Commission and adherence to statutory remittances;
    (iii) Provide an opportunity for the staff to apprise the Committee on the challenges they experience while executing their roles; and
    (iv) Identify possible solutions that the Commission should provide for effective and efficient service delivery by Members.
13. This report therefore highlights the scenarios in the constituency offices of Members visited in terms of the staff establishment, challenges the staff faced while executing their duties, and recommendations to address the said challenges.
14. The Constituency offices visited include: -
    (i) Office of the Member of Parliament for Runyenjes Constituency;
    (ii) Office of the Member of Parliament for Manyatta Constituency;
    (iii) Office of the Embu County Woman Member of Parliament;
    (iv) Office of the Member of Parliament for Kirinyaga Central Constituency;
    (v) Office of the Kirinyaga County Woman Member of Parliament;
    (vi) Office of the Member of Parliament for Gichugu Constituency;
    (vii) Office of the Member of Parliament for Ndia Constituency; and
    (viii) Office of the Member of Parliament for Mwea Constituency.

3.0 INSPECTION VISITS TO CONSTITUENCY OFFICES IN EMBU AND KIRINYAGA COUNTIES

15. The Committee conducted inspection visits to constituency and county offices in Embu and Kirinyaga Counties on Tuesday, 5th May, 2026 and Wednesday, 6th May, 2026.

16. In Embu County, the Committee visited the offices of the Members of Parliament for Runyenjes and Manyatta Constituencies and the office of the Embu County Woman Member of Parliament. In Kirinyaga County, the Committee visited the offices of the Members of Parliament for Kirinyaga Central, Gichugu, Ndia and Mwea Constituencies, and the office of the Kirinyaga County Woman Member of Parliament.

3.1 Runyenjes Constituency

17. The Committee visited the office of the Member of Parliament for Runyenjes Constituency, Hon. Eric Muchangi Karemba, CBS, MP on Tuesday, 5th May, 2026 at 9:30 a.m. The Committee was received by the Constituency Office Manager, Ms. Wincate Wanja and the Assistant Manager, Mr. Dennis M. Kimyaa.

18. The Chairperson briefed the office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. The Constituency Office Manager, Ms. Wincate Wanja, thanked the delegation for the visit and informed the Committee of the following:

    (i) The Constituency office had a staff establishment of seventeen (17) employees.

    (ii) The previous delays in salaries had eased, which enabled the office to remit statutory deductions on time.

    (iii) The officers requested training and exchange programmes with other constituencies to enhance their skills and competencies and improve service delivery.

    (iv) The officers reported that the constituency office staff do not benefit from outpatient services from the social health insurance scheme despite their monthly remittances. The officers requested enhancement of their social health insurance scheme commensurate with their contributions and the cost of treatment.

Committee Observations

(i) The Committee observed that Runyenjes Constituency office had outstanding NSSF liabilities amounting to Ksh. 193,068 arising from December 2015 to November 2022.

(ii) The Committee also observed that only the Personal Assistant to the Member of Parliament and the Office Manager were eligible for training. The Committee directed the Constituency Liaison Office to liaise with the CPST to provide training for the other constituency office staff.

3.2 Manyatta Constituency

19. The Committee visited the office of the Member of Parliament for Manyatta Constituency, Hon. Gitonga Mukunji, MP on Tuesday, 5th May, 2026 at 11:30 a.m. The following officers were present during the meeting:

    (i) Mr. Edwin Kariuki – Office Manager
    (ii) Mr. Crispine Wambeti – Communications Officer
    (iii) Mr. Crispus Githinji – Communications Assistant
    (iv) Mr. Lawrence Njeru – Secretary

20. The Chairperson briefed the office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. The Constituency Office Manager, Mr. Edwin Kariuki, accompanied by other office staff, thanked the delegation for the visit and informed the Committee of the following:

    (i) The Constituency office had a staff establishment of twelve (12) employees.

    (ii) The officers requested training and exchange programmes with other constituencies to enhance their skills and competencies and improve service delivery.

    (iii) The office staff reported delays in salaries, which resulted in the staff not meeting their loan obligations on time.

    (iv) The Manager reported that the constituency office staff do not benefit from outpatient services from the social health insurance scheme despite their monthly remittances. The officers requested an enhancement of their social health insurance scheme and the provision of comprehensive medical cover like that of civil servants.

Committee Observations

(i) The Committee observed that the constituency office was compliant with the remittance of the requisite statutory deductions.

(ii) The Committee also observed that the social health insurance scheme provided to the constituency office staff was not commensurate with their contributions and the cost of treatment. The officers do not benefit from outpatient services from the social health insurance scheme despite their monthly remittances.

(iii) The Committee further observed that there were delays in disbursement of salaries, which were caused by late filing of office returns to the Constituency Liaison Office.

Committee Recommendations

(i) The Committee has resolved to engage the Constituency Liaison Office, the PSC and the CPST to provide relevant training for all the constituency office staff.

(ii) The Committee noted the need to review the medical insurance scheme provided for the constituency office staff with a view to enhancing their benefits.

3.3 Embu County Woman Member of Parliament

21. The Committee visited the office of the Embu County Woman Member of Parliament, Hon. Pamela Njoki Njeru, MP on Tuesday, 5th May, 2026 at 2:30 p.m. The following officers were present during the meeting:

    (i) Mr. Alfred W. Nzomo –Office Manager
    (ii) Mr. Job Murangiri – Office Coordinator
    (iii) Ms. Violet Mwende – Receptionist
    (iv) Ms. Kellen Nyaga – Secretary

22. The Chairperson briefed the office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. The Office Manager, Mr. Alfred Nzomo, accompanied by the other office staff, thanked the delegation for the visit and informed the Committee of the following:

    (i) The office had a staff establishment of ten (10) employees.

    (ii) The officers reported occasional delays in salaries, which affected their ability to meet their personal obligations and the filing of returns.

    (iii) The Manager reported that the office required renovations and the removal of the asbestos roofing material.

    (iv) The officers also reported that there was no proper mechanism of disposal of obsolete office furniture from the constituency offices.

    (v) The officers requested training and exchange programmes with other offices in order to enhance their skills and competencies and improve service delivery.

    (vi) The Manager further reported that the office staff do not benefit from outpatient services from the social health insurance scheme despite their monthly remittances. The officers requested enhancement of their social health insurance scheme commensurate with their contributions and the cost of treatment.

Committee Observations

(i) The Committee observed that the County Woman Representative's office was fully compliant in the filing of statutory returns.

(ii) The Committee also observed that only the Personal Assistant to the Member of Parliament and the Office Manager were eligible for training, and not the entire constituency office staff.

Committee Recommendations

(i) The Committee has resolved to engage the PSC, the CPST and the Constituency Liaison Office to provide relevant training for all the constituency staff.

(ii) The Committee resolved to review the existing medical scheme provided for the constituency office staff with a view to enhancing their social health insurance benefits.

(iii) The Constituency Liaison Office to fast-track disposal of obsolete furniture and to facilitate the renovation of the office.

3.4 Kirinyaga Central Constituency

23. The Committee visited the office of the Member of Parliament for Kirinyaga Central Constituency, Hon. Joseph Gachoki Gitari, MP, on Wednesday, 6th May, 2026 at 9:00 a.m. The Committee was received by the Deputy Office Manager, Mr. Andrew Mwangi.

24. The Chairperson briefed the office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. The Deputy Office Manager, Mr. Andrew Mwangi, thanked the delegation for the visit and informed the Committee of the following;
    (i) The constituency office had a staff establishment of forty-five (45) employees.
    (ii) The Deputy Office Manager appreciated the timely and monthly payment of salaries by the Parliamentary Service Commission, compared to the previous quarterly payments.
    (iii) The office had no challenges with the remittance of statutory deductions and had been issued with KRA and NSSF compliance certificates.
    (iv) The officers requested the enhancement of the social health insurance scheme commensurate with their contributions and the cost of treatment, noting that the scheme did not work for outpatient services and that there were challenges in the treatment of chronic illnesses.

Committee Observations

(i) The Committee observed that the office had a well-furnished and spacious boardroom.
(ii) The Committee also observed that only the Personal Assistant to the Member of Parliament and the Office Manager were eligible for training, and not the entire constituency office staff.

Committee Resolution

The Committee has resolved to engage the PSC, the CPST and the Constituency Liaison Office to provide relevant training for all the constituency office staff.

3.5 Kirinyaga County Woman Member of Parliament

25. The Committee visited the office of the Kirinyaga County Woman Member of Parliament, Hon. Jane Njeri Maina, MP on Wednesday, 6th May, 2026 at 10:15 a.m. The following officers were present during the meeting:

    (i) Mr. Esborn Wachira Gachoki – Deputy Office Manager
    (ii) Ms. Milka Nyaguthii – Media Manager
    (iii) Mr. Amos Waweru Maina – Procurement Assistant
    (iv) Ms. Patience Stephen – Accountant/Personal Assistant

26. The Chairperson briefed the office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. The Deputy Office Manager, Mr. Esborn Wachira, accompanied by other office staff, thanked the delegation for the visit and informed the Committee of the following;

(i) The office had a staff establishment of fifteen (15) employees across the four (4) sub-county offices.

(ii) The Office Manager appreciated the timely and monthly payment of salaries by the Parliamentary Service Commission, compared to the previous quarterly payments.

(iii) The office had no challenges with the remittance of statutory deductions and had been issued with KRA and NSSF compliance certificates.

(iv) The officers requested enhancement of the social health insurance scheme commensurate with their contributions and the cost of treatment, noting that the scheme did not work for outpatient services.

(v) The Manager requested an increase in the funds for operations in order to enhance County office operations and improve service delivery.

Committee Observations

(i) The Committee observed that the office had a well-furnished and spacious boardroom.

(ii) The Committee also observed that the social health insurance scheme provided to the constituency office staff was not commensurate with their contributions and the cost of treatment. The officers do not benefit from outpatient services from the social health insurance scheme despite their monthly remittances.

Committee Recommendation

The Committee resolved to engage the SHA, PSC, and the Constituency Liaison Office to review the existing medical scheme for constituency office staff and enhance their social health insurance benefits.

3.6 Gichugu Constituency

27. The Committee visited the office of the Member of Parliament for Gichugu Constituency, Hon. Robert Gichimu Githinji, MP on Wednesday, 6th May, 2026 at 11:30 a.m. The following officers were present during the meeting:

(i) Mr. David Mwendia Mbui – Office Coordinator
(ii) Mr. Patrick M. Njagi – Assistant Coordinator
(iii) Mr. Edward M. Njine – Ward Coordinator

28. The Chairperson briefed the office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. The Office Coordinator, Mr. David Mwendia Mbui, accompanied by other office staff, thanked the delegation for the visit and informed the Committee of the following;

(i) The office had a staff establishment of sixteen (16) employees across the constituency.
(ii) The officers reported occasional delays in salary, which disadvantaged the office in the remittance of statutory deductions on time.
(iii) The officers also reported that the office had outstanding NSSF liabilities amounting to Ksh. 2,757,320 which were accrued from January, 2018 to February, 2021.

3.7 Ndia Constituency

29. The Committee visited the office of the Member of Parliament for Ndia Constituency, Hon. George Macharia Kariuki, MP, on Wednesday, 6th May, 2026 at 2:30 p.m. The following officers were present during the meeting:

    (i) Mr. John Peter Muriithi – Constituency Office Manager
    (ii) Ms. Joyce Muthoni Mwangi – Ward Coordinator
    (iii) Ms. Teresia W. Wamani – Ward Coordinator
    (iv) Ms. Jackline Wanjiru Muriuki – Secretary

30. The Chairperson briefed the office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. The Constituency Office Manager, Mr. John Peter Muriithi, accompanied by other office staff, thanked the delegation for the visit and informed the Committee of the following;

    (i) The Constituency office had a staff establishment of thirteen (13) employees.
    (ii) The office reported that there was no delay in salaries and that officers received their salaries by the 5th of every month.

Committee Observations

(i) The Committee observed that the Ndia Constituency office was compliant with the filing of statutory returns.
(ii) The Committee also observed that the office had a well-furnished and spacious boardroom.
(iii) The Committee further observed that only the Personal Assistant to the Member of Parliament and the Office Manager were eligible for training, and not the entire constituency office staff.

Committee Resolution

The Committee has resolved to engage the PSC, the CPST and the Constituency Liaison Office to provide relevant training for all the constituency office staff.

3.8 Mwea Constituency

31. The Committee visited the office of the Member of Parliament for Mwea Constituency, Hon. Mary Maingi, MP, on Wednesday, 6th May, 2026 at 3:15 p.m. The following officers were present during the meeting: -

    (i) Mr. John Ndung'u Ndegwa – Constituency Office Manager
    (ii) Mr. Ceaser Nyaga – Coordinator
    (iii) Mr. Nahashon Karubiu – Field Officer

32. The Chairperson briefed the constituency office staff on the mandate of the Committee as stipulated under Standing Order 212B and outlined the objective of the inspection visit. The

Constituency Office Manager, Mr. John Ndung'u, accompanied by other office staff, thanked the delegation for the visit and informed the Committee of the following;

(i) The office had a staff establishment of ten (10) employees across the constituency.

(ii) The officers reported occasional delays in salary, which led to late remittance of statutory deductions.

(iii) The officers also claimed that the social health insurance scheme does not cover outpatient services adequately and requested the enhancement of their medical scheme.

(iv) The officers further requested an increase in the funds for constituency office operations to improve delivery of service.

Committee Observations

(i) The Committee observed that the constituency office had a well-furnished and spacious boardroom.

(ii) The Committee also observed that the office had no challenges with the remittance of statutory deductions and had been issued with KRA and NSSF compliance certificates.

(iii) The Committee further observed that the existing medical scheme provided for the constituency office staff through the Social Health Insurance Fund was not adequate to address their medical needs, and the scheme does not cater for outpatient services.

4.0 COMMITTEE GENERAL OBSERVATIONS

33. The Committee made the following general observations; THAT:

(1) The Parliamentary Service Commission increased the amount allocated to the constituency offices for office operations in July, 2026 to enhance constituency office operations and facilitate activities in the constituencies.

(2) The Parliamentary Service Commission reviewed salaries for the constituency offices during the financial years 2025/2026 and 2026/2027, although the amounts were still insufficient given the rising cost of living and statutory deductions. Salary disbursement to constituency offices has also generally improved, with most offices reporting receipt of salaries by the 5th of every month. However, a few offices still experienced occasional delays, which affected the remittance of statutory deductions.

(3) While most offices were compliant with the filing of statutory returns and had been issued with KRA and NSSF compliance certificates, some constituency offices carried historical NSSF arrears that continued to accrue penalties.

(4) Staff at the constituency offices lacked adequate training to enhance their skills and competencies. Only Office Managers and Personal Assistants to Members of Parliament benefit from training organized by the Constituency Liaison Office.

(5) There were challenges in the disposal of obsolete office furniture and equipment in the constituency offices, which affected the limited office spaces, and there was no proper mechanism for the disposal of such assets.

5.0 COMMITTEE RECOMMENDATIONS

34. The Committee made the following recommendations: THAT:

(1) The Constituency Office Managers should submit office returns on time in order to facilitate timely processing and disbursement of salaries and the remittance of statutory deductions.

(2) The Parliamentary Service Commission should enhance the emoluments of staff working at the constituency offices to cushion them against the rising cost of living and the statutory deductions.

(3) The Parliamentary Service Commission, through the Constituency Liaison Office, should address the historical NSSF arrears at the affected constituency offices and pursue the waiver of the accrued penalties.

(4) The Parliamentary Service Commission should, through the Centre for Parliamentary Studies and Training and the Constituency Liaison Office, organize training and capacity-building programmes for all constituency office staff.

(5) The Constituency Liaison Office should undertake inspection visits to the constituency offices to identify obsolete furniture and equipment and establish an appropriate mechanism for their disposal in accordance with the applicable asset management and disposal procedures.

SIGNATURE: ..... **DATE:** 04/11/2026

HON. (DR.) WACHIRA KARANI, CBS, MP
CHAIRPERSON
COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

MINUTES OF THE 24TH SITTING OF THE COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON WEDNESDAY, 16TH SEPTEMBER, 2026 IN MADUNGUNI CONFERENCE HALL, PRIDE INN PARADISE BEACH RESORT, MOMBASA AT 2:00 P.M.

PRESENT

1. Hon. (Dr.) Stephen Wachira Karani, CBS, MP - Chairperson
2. Hon. Robert Ngui Basil, MP - Vice Chairperson
3. Hon. Aramat Lemanken, CBS, MP
4. Hon. Feisal Bader Salim, MP
5. Hon. Elisha Ochieng Odhiambo, MP
6. Hon. Jayne Kihara Wanjiru Njeri, MP
7. Hon. Augustine Kamande Mwafrika, MP
8. Hon. George Gachagua, MP
9. Hon. Peter Kalerwa Salasya, MP

APOLOGIES

1. Hon. Brighton Leonard Yegon, CBS, MP
2. Hon. Elsie Busihile Muhanda, MP
3. Hon. Ruth Adhiambo Odinga, MP
4. Hon. Mwaniki John Gitonga Mukunji, MP
5. Hon. Jerusha Momanyi Mongina, MP
6. Hon. Paul Abuor, MP

IN-ATTENDANCE

COMMITTEE SECRETARIAT

1. Mr. Abdirahman G. Hassan - Clerk Assistant I/Lead Clerk
2. Mr. Morintat Letaya - Clerk Assistant III
3. Mr. Edwin Gichane - Research Officer III
4. Ms. Winnie Kizia - Media Relations Officer
5. Ms. Rahab Chepkilim - Audio Officer III
6. Ms. Esther Mbatha - Public Communications Assistant
7. Ms. Sharon Choge - Constituency Liaison Office

MIN.NO.NA/DAA&GPC/CMSF/2026/129 PRELIMINARIES

The Chairperson called the meeting to order at five minutes past Two O'clock (2:05 p.m.) and said a word of prayer.

MIN.NO.NA/DAA&GPC/CMSF/2026/130 ADOPTION OF THE AGENDA

The agenda of the meeting was adopted as proposed by the Hon. George Gachagua, MP and seconded by the Hon. Jayne Njeri Kihara, MP.

MIN.NO.NA/DAA&GPC/CMSF/2026/131 CONFIRMATION OF MINUTES OF PREVIOUS SITTINGS

The agenda item was deferred to the next sitting.

MIN.NO.NA/DAA&GPC/CMSF/2026/132 ADOPTION OF THE REPORT ON INSPECTION VISITS TO CONSTITUENCY OFFICES IN EMBU AND KIRINYAGA COUNTIES

The Committee members present unanimously adopted the report on inspection visits to constituency offices in Embu and Kirinyaga Counties, as proposed by the Hon. Mwafrika Augustine Kamande, MP and seconded by the Hon. Jayne Njeri Kihara, MP, with the following observations and recommendations: -

Committee Observations

The Committee made the following general observations; THAT:

(1) The Parliamentary Service Commission increased the amount allocated to the constituency offices for office operations in July, 2026 to enhance constituency office operations and facilitate activities in the constituencies.

(2) The Parliamentary Service Commission reviewed salaries for the constituency offices during the financial years 2025/2026 and 2026/2027, although the amounts were still insufficient given the rising cost of living and statutory deductions. Salary disbursement to constituency offices has also generally improved, with most offices reporting receipt of salaries by the 5th of every month. However, a few offices still experienced occasional delays, which affected the remittance of statutory deductions. In some offices, salary delays were attributable to the late filing of the office returns by the Constituency Managers.

(3) While most offices were compliant with the filing of statutory returns and had been issued with KRA and NSSF compliance certificates, some constituency offices carried historical NSSF arrears that continued to accrue penalties.

(4) Staff at the constituency offices lacked adequate training to enhance their skills and competencies. Only Office Managers and Personal Assistants to Members of Parliament benefit from training organized by the Constituency Liaison Office.

(5) There were challenges in the disposal of obsolete office furniture and equipment in the constituency offices, which affected the limited office spaces, and there was no proper mechanism for the disposal of such assets.

Committee Recommendations

The Committee made the following recommendations: THAT:

(1) The Constituency Office Managers should submit office returns on time in order to facilitate timely processing and disbursement of salaries and the remittance of statutory deductions.

(2) The Parliamentary Service Commission should enhance the emoluments of staff working at the constituency offices to cushion them against the rising cost of living and the statutory deductions.

(3) The Parliamentary Service Commission, through the Constituency Liaison Office, should address the historical NSSF arrears at the affected constituency offices and pursue the waiver of the accrued penalties.

(4) The Parliamentary Service Commission should, through the Centre for Parliamentary Studies and Training and the Constituency Liaison Office, organize training and capacity-building programmes for all constituency office staff.

(5) The Constituency Liaison Office should undertake inspection visits to the constituency offices to identify obsolete furniture and equipment and establish an appropriate mechanism for their disposal in accordance with the applicable asset management and disposal procedures.

MIN.NO.NA/DAA&GPC/CMSF/2026/133 ADJOURNMENT AND DATE OF THE NEXT SITTING

There being no other business, the meeting was adjourned at quarter to Four O'clock (3:45 p.m.). The next meeting will be held on notice.

Signed: ..... **Date:** 04/11/2026

Hon. (Dr.) Wachira Karani, CBS, MP

(Chairperson)

THE NATIONAL ASSEMBLY
PAPERS LAID

DATE: 04 NOV 2026 DAY. Wednesday

TABLED BY:	Chairperson, Committee on Members Service & Facilities Hon. Dr. Wachira Karani
CLERK-AT-THE-TABLE:	Halima Ahmed

THE NATIONAL ASSEMBLY
13TH PARLIAMENT – FIFTH SESSION (2026)

DIRECTORATE OF AUDIT, APPROPRIATIONS AND GENERAL PURPOSE COMMITTEES
COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

ADOPTION LIST

We, the Members of the Committee on Members' Services and Facilities, pursuant to Standing Order 199, hereby adopt the report on inspection visits to constituency offices in Embu and Kirinyaga Counties. We affix our signatures to affirm our approval and confirm its accuracy, validity and authenticity.

Date: 16/09/2026 **Venue:** Pride Inn Paradise Hotel, Mlolongo

Time: 2:00 PM

/NO.	HON. MEMBER	SIGNATURE
	The Hon. (Dr.) Stephen Wachira Karani, CBS, MP - Chairperson	
	The Hon. Robert Ngui Basil, MP - Vice Chairperson	
	The Hon. Feisal Bader Salim, MP	
	The Hon. Aramat Lemanken, CBS, MP	
	The Hon. Brighton Leonard Yegon, CBS, MP	

S/NO.	HON. MEMBER	SIGNATURE
6.	The Hon. Elisha Ochieng Odhiambo, MP	
7.	The Hon. Elsie Busihile Muhanda, MP	
8.	The Hon. Mwaniki John Gitonga Mukunji, MP	
9.	The Hon. Jayne Kihara, MP	
10.	The Hon. Jerusha Momanyi Mongina, MP	
11.	The Hon. Paul Abuor, MP	
12.	The Hon. Ruth Adhiambo Odinga, MP	
13.	The Hon. Augustine Kamande Mwafrika, MP	
14.	The Hon. George Gachagua, MP	
15.	The Hon. Peter Kalerwa Salasya, MP	

Submitted by: A. A. Hassan. Signature:
Committee Clerk

Date: 8/10/2026

Approved by: Nanmlanda Oscar Date: 08/10/2026
DIRECTOR – AUDIT, APPROPRIATIONS
& GENERAL PURPOSE COMMITTEES