



PARLIAMENT OF KENYA



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THE NATIONAL ASSEMBLY

THIRTEENTH PARLIAMENT – SECOND SESSION (2023)

SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

**REPORT ON A BENCHMARKING VISIT TO THE UNITED KINGDOM
PARLIAMENT, HOUSE OF COMMONS FROM 6TH TO 13TH MAY, 2023**

THE NATIONAL ASSEMBLY	
DATE: 23 AUG 2023	
WEDNESDAY	
TABLED BY:	HON. STEPHEN WACHIRA KARANI, CHAIRPERSON MEMBERS' SERVICES
CLERK AT THE TABLE:	

Directorate of Audit, Appropriation and
Other Select Committees
Clerk's Chambers
The National Assembly
Parliament Buildings
NAIROBI

AUGUST, 2023



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ABBREVIATIONS

MP	-	Member of Parliament
PM	-	Prime Minister
UK	-	United Kingdom
GBP	-	Great British Pound
IPSA	-	Independent Parliamentary Standards Authority
GP	-	General Practitioner
MST	-	Members Services Team
GP	-	General Practitioner
IAP	-	Individual Assistance Program
EAP	-	Employee Assistance Program
ICT	-	Information Communication Technology

1.0 FOREWARD

The Constitution under Article 127 of the Constitution of Kenya mandates the Parliamentary Service Commission to, among other things, provide services and facilities as are necessary for the efficient and effective functioning of Parliament. The National Assembly standing Orders No. 212B establishes the select Committee on Members' Services and facilities. The Committee is charged with the mandate of receiving and considering views of members of the National Assembly on the Services and facilities provided to them by the Parliamentary Service Commission for their benefit, ;well-being, advising and reporting on all matters connected to these services and facilities. The Committee is therefore the forum through which the members of the National Assembly to channel their views on their welfare to the Commission.

The Committee undertook a study visit to the United Kingdom Parliament, House of Commons from 6th to 13th May, 2023. The delegation comprised of the following Members and staff of the National Assembly:

1. Hon. Feisal Bader Salim, M.P. – **Vice Chairperson & Leader of Delegation**
2. Hon. Paul Abuor, M.P.
3. Hon. Ruth Busia Odinga, M.P.
4. Hon. Elisha Odhiambo Ochieng, M.P.
5. Hon. Brighton Yegon Leonard, M.P.
6. Mr. Sakana Saoli – Clerk Assistant III/Delegation Secretary

The Objectives of the Visit were to:

- a. Visit the facilities and services of the houses of parliament in the United Kingdom as part of a study visit by the Committee with a view to learning about their performance, operations, challenges, and opportunities to tap.
- b. Hold discussions with parliamentary staffers of the houses of commons and other relevant officials with a view to exploring opportunities for learning and sharing and cooperation on issues of facilities and services to the Members of parliament between Kenya and the United Kingdom.
- c. Meet with their counterpart Parliamentary Committee(s) responsible for the Members Services and Facilities matters in United Kingdom Parliament with a view to familiarize with their mandate, and operations as well as share experiences.

- d. Have a guided tour of the U.K parliament including the House of Commons Chamber, the House of Lords Chamber, and the Central Lobby.

In realization of the above objectives, the delegation undertook the following activities during the study visit: -

- i. A guided tour of Westminster Palace that houses the House of Commons and House of Lords.
- ii. Met with Administration Committee of the House of Commons
- iii. Held Meetings with Members' Services Team
- iv. Held Meetings with the Human Resource Services Team of the House of Commons and ICT department of Parliament of United Kingdom
- v. Attended Prime Ministers Question time in the House of Commons Chamber

May I take this opportunity to thank the House of Commons for hosting the delegation, the Members of the delegation for their input and valuable contributions during the Visit and writing of this report. The Committee also takes this opportunity to thank the offices of the Speaker of the National Assembly and the Clerk of the National Assembly for the logistical support provided.

Hon. (Dr.) Stephen Karani Wachira, M.P.

Chairperson

2.0 PREFACE

2.1 Establishment of the committee

The committee on Members' Services and facilities is a select committee that was established pursuant to the National Assembly standing order No. 212(B). The Parliamentary Service Commission has been mandated to provide facilities and services to streamline the effective functioning of a parliament by article 127 of the constitution of Kenya (2010). The second session committee was constituted on 26th February, 2023 through standing orders No. 212(B).

The Committee held its first sitting of the second session on 2nd March, 2023 and pursuant to Standing Order 179, the Committee elected its Chairperson and Vice Chairperson.

2.2 Mandate of the committee

1. In accordance with the standing orders No. 212(b), the committee has been mandated to: -
 - i) receiving and considering views of Members on the services and facilities provided for their benefit and wellbeing; and
 - ii) Advising and reporting on all matters connected to the services and facilities provided for Members.
 - iii) Members use this forum to channel their views and interests concerning their welfare and submit them to the commission.
2. The major reason that prompted the establishment of the committee in the National Assembly, was to create a forum whereby members' matters that were handled informally could now be handled formally. In this way, the deliberations of the interests of members could be formalized and find their way to the house in form of reports. In making sure they discharge their mandate; the committee considers matters such as:
 - i) Car park facilities
 - ii) ICT services
 - iii) Office space allocated to members
 - iv) Members' facilitation to travel to Nairobi and other constituencies or counties.
 - v) Health club services and facilities.
 - vi) Catering and hospitality services.

2.3 Functions of the committee

3. The functions of the committee as elaborated further by the chairperson of the 2017 committee, on members' services and facilities, the Hon. Christopher Wangaya Aseka, MP, include:
 - i) Receive and review the concerns of members about the services and facilities availed by the Parliamentary Service Commission for their well-being and benefit.
 - ii) Oversee the facilities available to members, including the health club at parliament, parliament buildings, county and constituency offices of members of the National Assembly, the quality of catering services in parliament, and if the upcoming buildings have met the members' needs and expectations.
 - iii) Oversight of the operations of the Parliamentary Service Commission in regard to the provision of members' services and committees as mandated by the constitution in Article 127 (6) (a).
4. The committee can exercise its mandate through the following methodologies:
 - i) Inspection visits to Members' county and constituent offices.
 - ii) **Benchmarking to get new ideas and best practices.**
 - iii) Direct contact with Members to get their views and concerns.

2.4 Committee Membership

5. The Select Committee on Members' Services and Facilities was constituted in February, 2022 to consist of the following Members

1. The Hon. (Dr.) Stephen Wachira Karani, M.P. - **Chairperson**
2. The Hon. Feisal Bader Salim, M.P. - **Vice-Chairperson**
3. The Hon. Owen Baya Yaa, CBS, M.P. - **Deputy Leader of Majority Party**
4. The Hon. Dido Ali Raso, M.P.
5. The Hon. Beatrice Kadeveresia Elachi, M.P.
6. The Hon. Paul Abuor, M.P.
7. The Hon. Elsie Busihile Muhanda, M.P.
8. The Hon. Charity Kathambi Chepkwony, M.P.
9. The Hon. Jerusha Momanyi Mongina, M.P.
10. The Hon. Elisha Ochieng Odhiambo, M.P.
11. The Hon. Peter Lochakapong, M.P.
12. The Hon. Brighton Leonard Yegon, M.P.
13. The Hon. Ruth Adhiambo Odinga, M.P.
14. The Hon. Anne Wanjiku Mugo Muratha, M.P.
15. The Hon. Robert Ngui Basil, M.P.

2.5 Committee Secretariat

6. The Committee is facilitated by the following secretariat:

1. Ms. Susan Maritim - **Principal Clerk Assistant I**
2. Dr. Kefa Omoti - **Principal Research Officer**
3. Ms. Christine Ndiritu - **First Clerk Assistant**
4. Mr. Sakana Saoli - **Third Clerk Assistant**
5. Ms. Fiona Wanjiru G. - **Legal Counsel II**
6. Mr. Timothy C. Tsungulah - **Research Officer III**
7. Mr. Abdi Salat - **Senior Serjeant-At-Arms I**
8. Mr. Peter Atsiaya - **Media Relations Officer III**
9. Mr. John Nduaci - **Assistant Sergeant-At-Arms**

3.0 INTRODUCTION

3.1 Background

7. Article 127 of the Constitution of Kenya establishes the Parliamentary Service Commission. The Commission is mandated with among other things to provide services and facilities as are necessary for the efficient and effective functioning of Parliament.
8. Further to Article 127 of the Constitution, the National Assembly Standing Orders No. 212B establishes the select Committee on Member's Services and Facilities. The Committee is charged with the Mandate of receiving and considering views of Members of the National Assembly on the services and facilities provided to them by the Parliamentary Service Commission for their benefit and well-being. The Committee is also charged with advising and reporting on all matters connected to these services and facilities. The committee is therefore the forum through which the members of the National Assembly channel their views on their welfare to the Commission.
9. At its meeting held on 27th April, 2023, the Committee resolved to undertake a study visit to the United Kingdom Parliament, House of Commons in the month of May, 2023 to share and exchange views with the House of Commons sister committee and the relevant Stakeholders overseeing the services and facilities extended to the United Kingdom Members of Parliament.

3.2 Delegation Membership

10. The Committee undertook the study visit from 6th to 13th May, 2023. The Committee was represented by the following Members and accompanying staff to the study visit: -
 1. Hon. Feisal Bader Salim, M.P. – **Vice Chairperson & Leader of Delegation**
 2. Hon. Paul Abuor, M.P.
 3. Hon. Ruth Busia Odinga, M.P.
 4. Hon. Elisha Odhiambo Ochieng, M.P.
 5. Hon. Brighton Yegon, M.P.
 6. Mr. Sakana Saoli – Clerk Assistant III /Delegation Secretary

3.3 Objectives of the Study Visit

11. The Objective of the study visit was for the Committee to: -

- a) Visit the facilities and services of the houses of parliament in the United Kingdom as part of a study visit by the Committee with a view to learning about their performance, operations, challenges, and opportunities to tap.
- b) Hold discussions with parliamentary staffers of the houses of commons and other relevant officials with a view to exploring opportunities for learning and sharing and cooperation on issues of facilities and services to the Members of parliament between Kenya and the United Kingdom.
- c) Meet with their counterpart Parliamentary Committee(s) responsible for the Members Services and Facilities matters in United Kingdom Parliament with a view to familiarize with their mandate, and operations as well as share experiences.
- d) Have a guided tour of the U.K parliament including the House of Commons Chamber, the House of Lords Chamber, and the Central Lobby.

3.4 Activities of the Study Visit

12. The Committee undertook the following activities: -

- a) A guided tour of Westminster Palace that houses the House of Commons and House of Lords.
- b) Met with Administration Committee of the House of Commons
- c) Held Meetings with Members' Services Team
- d) Held Meetings with the Human Resource Services Team of the House of Commons and ICT department of Parliament of United Kingdom
- e) Attended Prime Ministers Question time in the House of Commons Chamber

4.0 DISCUSSIONS AND OBSERVATIONS

4.1 General Observations

13. The delegation commenced its activities by meeting Ms. Lynn Gardner, Head of Interparliamentary relations who took the delegation through the background of the UK Parliament and a tour of Westminster palace that hosts the United Kingdom Parliament. She informed the Committee that the Parliament of United Kingdom is a bicameral but has three parts; Sovereign (King-in-Parliament), the House of Lords and the House of Commons.
14. She further stated that the House of Commons is constituted of 650 members of Parliament who are elected Members of Parliament from England and the greater United Kingdom and parts of Scotland, Wales and Northern Ireland though they have their independent Legislative Assemblies.
15. She added that, the Prime Minister is a member of the House of Commons and is the Leader of Government.
16. Following the 12th December, 2019 election, 220 women MPs were elected. Since then, one (1) Female MP has died, three (3) have stood down and nine (9) others have been elected in by-elections. This therefore, makes up the current total number of 225 women Members of Parliament.
17. The House of Commons has 10 elected parties and 15 Independent Members currently. The majority party being the Conservative party and opposition being the Labour party. A Member becomes independent when they choose to leave a party.
18. The House of Commons sits on average, for 150 days in a calendar year(session). These sittings take place on 4 days in a week (Monday to Thursday). The House sits on Thirteen (13) Fridays in a year to consider Private Member Bills.
19. Much of the work in the Parliament of United Kingdom, House of Commons and the House of Lords, takes place in Committees. The Committees have a membership of 11 and are headed by a Chairperson (no vice Chairperson). The Chairperson of the Committee draws an extra salary of 15,350 GBP in a year for the position they hold.

20. She added that these Committees examine and report on issues in detail; from Government policies, proposed new laws and other wider topics including the economy. Select Committees and General Committees are the main types of Committees in the Parliament of United Kingdom.
21. The House of Lords is the second Chamber of the United Kingdom Parliament. The House of Lords plays a crucial role in examining Bills, checking and challenging the work of the Government and investigating public policy.
22. The House of Lords is constituted of 784 Lords who currently consists of 92 hereditary peers, 26 archbishops and bishops and the majority are lifelong appointees.
23. Further the delegation was made aware of the appointment process and procedure. Members of the House of Lords are appointed by the monarch on the advice of the House of Lords Appointments Commission and the Prime Minister based on their areas of expertise that can be useful to the House of Lords in its deliberations. They represent a wide range of professionals; science, medicine, law, education, diplomacy, sports, etc.
24. The Delegation was informed of the House of Commons Commission, what would be the Parliamentary Service Commission in the Kenyan Parliament, that is responsible for overseeing the operations and management to the House of Commons Members' and Staff. The Independent Parliamentary Standards Authority that is responsible for setting the remuneration and benefits that a Member of Parliament and staff are entitled to.
25. The Delegation was notified that Government ministers are chosen from the current members of the House of Commons or Lords and so they have seats in Parliament. This meant that a government spokesperson is present to answer questions and speak for the government on record whenever a matter arose.

4.2 Health and Wellbeing Services

26. The delegation also met with the Health and Well-being department management headed by Ms. Josie Lazenby and Ms. Tanya Harris who are both trained professional nurses who work for the House of Commons to provide healthcare services to members.

27. They took the delegation through the workings of the department which is to provide medical support and services as guided by Chapter five of the House of Commons Staff handbook. These services include: -
- (a) General check-up i.e. Blood pressure, stress levels, blood sugar, cholesterol and simple triage services.
 - (b) Vaccinations and overseas travel advisories for Members of Parliament and their teams. annual flu vaccines are also administered within the Houses of Parliament
 - (c) Offer advice and guidance if you feel unwell or have a health/wellbeing concern. Provide minor treatment services.
28. The House of Commons also has a General Practitioner (GP) who sees MPs for consultations to offer full clinical assessment of health and wellbeing and provides an opportunity to discuss any specific health concerns the Members of Parliament and staff may have. This is accessed within the Houses of Parliament.
29. The Health and Well-being services are offered on site for members of parliament and staff. This was understood to give MPs quick access to medical attention and aided in diagnosing health problems quickly and maintain a healthy parliament. Members of Parliament have trust and confidence in their own wellness team as they are responsive and follow-up with their personal General Practitioner is easy and seamless.
30. Mental health being an emerging issue and understood that MPs work under a lot of stress and pressure there is a mental health first aid service. The team also has a counsellor and psychiatrist on-site to attend to MPs through efficient programs. Individual Assistance Program(IAP) and for staff Employee Assistance Program (EAP)
31. The services offered by the wellness team are private and confidential are bound by law for privacy purposes and over time the team has gained the confidence of both Members and staff in its operations.
32. The House of Commons has a Westminster gym for MPs with professional staff to assist in training and work-outs to maintain a healthy lifestyle. They have also contracted gyms countrywide to offer subsidized rates to MPs and their staff at constituency level. This was

realized when MPs are on recess and are not in Westminster such that they can still access wellness facilities and maintain a healthy lifestyle.

33. Other services provided by the Health and well-being department are professional physiotherapy, sauna and spa, albeit at a subsidized cost to the Members of Parliament and staff.

4.3 Sir. Charles Walker – Chairperson, Administration Committee

34. He informed the delegation that the Administration Committee considers the services provided for Members, their staff and visitors by the House of Commons Service and makes recommendations to the House of Commons Commission, the Speaker and Officials on how those services are delivered. And that the delegations Committee has a similar mandate to the Administration Committee in the House of Commons.
35. He informed the delegation that the Chairperson of the Administration Committee sits in the House of Commons Commission, and this provided for a proper platform to give the commission the views of Members and what they needed to be changed. The Administration Committee meets weekly on Mondays when the House of Commons is session and on notice when the House is on recess.
36. The Delegation was informed that the Administration Committee was also responsible for the hospitality and catering services for MPs and Staff in Parliament. Currently the House of Commons has two restaurants that provides meals for MPs. The Committee also comes up with a menu on a monthly basis to allow members options and do away with monotony.
37. The chairperson informed the delegation that the Committee has the privilege of having staff members of departments that offer services to members i.e. Members Services Team (MST) ICT, Health and wellness, HR team attend the committee meetings to be able to offer advice or answer committee members questions relevant to their departments.
38. The chairperson informed the delegation that the Administration Committee is the custodian of the buildings and offices of parliament and has the sole mandate to advice the Speaker, and the House of Commons Commission on all renovations, upgrades or need for more/new facilities that are needed. The House of Commons Commission has the option to adopt or reject recommendations from the Committee.

39. The delegation was also briefed that the Committee is responsible for hiring out of the estate within Westminster Palace. The Committee receives requests from public or corporate entities to host events, dinners or galas at Westminster palace. The Committee may consider requests and upon determining that the applicants are not using the facilities to canvass or gain business advantages, they rent out the space to the interested parties. The proceeds are remitted to the House of Commons.
40. The Chairperson informed the delegation that the Administration Committee had submitted a report on how the House of Commons should treat retiring Members or Members who have lost an election. The delegation was informed that the Committee noted that MPs were neglected after leaving Parliament and the transition to the world outside of politics was extremely difficult. Ex-Members of Parliament were prone to depression and mental health issues as they received no support after their exit. The Committee therefore recommended to the House of Commons Commission and the Speaker of the House to assist Ex-Members to transition out of politics through counselling, assistive job searching, training, career rejuvenation where an ex-member is refreshed on his previous career and assisted to rejoin their previous career. The chairperson and committee in full realization of the current awareness to mental health and the tough economic times that is there globally and the need for former members to support themselves without burdening the government as some MPs were young or were of brilliant mind and could be of help in learning institutions or to mentor other politicians and leaders.
41. Sir. Charles Walker, MP informed the Committee about the role of the Independent Parliamentary Standards Authority (IPSA) which was created in 2009 by the Parliamentary Standards Act, and was amended in 2010 by the Constitutional Reform and Government Act. The delegation in comparison noted that IPSA performs roles of Parliamentary Service Commission. He informed the delegation that IPSA was solely responsible for determining and setting salaries, allowances, business costs and other benefits that MPs and staffers of parliament are entitled to.
42. He informed the delegation that Members of Parliament recruit and employ their own staff and draw advice from the House of Commons HR team. The independent Parliamentary Standards Authority provides model contracts and the budget to employ them. The authority is also

independent of Parliament and the Government and therefore, can make fair and impartial decisions about MPs' pay, business costs and pensions.

43. The Administration Chairperson informed the delegation that Member of Parliament were issued with an IPSA credit card that would be used by the MPs for their officially authorized expenses. The MPs are accorded £22,000.00 for their accommodation during house sessions in Westminster. Members' complained that it wasn't enough citing the cost of city of Westminster, London and that there was no Taxi allowance or reimbursement on their commute to the palace of Westminster. The chairperson informed the delegation that Members of Parliament were prone to huge fines if they used their IPSA card for the unintended purpose.
44. IPSA has three main responsibilities; -
- a) to regulate MPs' staffing and business costs
 - b) to determine MPs', pay and pension arrangements
 - c) to provide financial support to MPs' in carrying out their parliamentary functions.
45. The IPSA staffing budget is currently designed to enable a Member to employ five full time equivalent staff. However, there is no minimum or maximum number of staff that an individual Member can employ for as long as the costs relating to their salaries, National Insurance contributions, pension contributions and any other costs (such as health and welfare) are within the overall budget limit.
46. The delegation was also informed that the House of Commons Commission which is chaired by the Speaker and the Administration Committee held informal talks, what the delegation would identify as "Kamukunji" to discuss and resolve matters and issues facing MPs.

4.4 Members' Services Team engagement and MPs Staff Engagement

47. The delegation was met with the Members Services Team management, Ms. Lydia Smith and Ms. Lara Alexander-Lloyd which comprises of Members and Staff Engagement team. The engagement team is responsible for collecting views from MPs and MPs staff on services and facilities that can be offered or are already available and need improvement or abandoning.
48. This team sits in the Administration committee and provides the committee with requisite information on services provided to the Members of Parliament as well as act as the advisory team to the committee.

49. The MST offer pastoral support to MPs staff on guidance and supportive services. They make contact with new Members' of staff from the moment they start and this includes monthly induction events for the first 18 months, both virtual and physical.
50. The team informed the delegation of regular roadshows carried out to different regions by the team from Westminster, to visit staff from constituencies, to offer support and provide networking opportunities. The constituency office staffers gave positive feedback to the House of Commons as they felt included and part of Parliament despite being far from London. The Members Service team maintains regular communication to the Members' staff about house services, external services and events. This makes the work of the MPs easier as constituents can easily access information from the staff and making service delivery efficient.
51. The team informed the delegation of a new service they had launched called the office manager call. This is a phone call to all 650 constituency office managers. This service happens weekly and is aimed at receiving regular feedback from the constituency office managers and to find out what can be improved; and if the managers or the Members have any challenges at the constituency office.
52. The delegation was informed that the team also facilitates training for MPs staff. They provide an extensive programme of training courses and activities which are tailored to support members' staff in their roles. Courses are available for specific job roles to enhance their skills and personal development.
53. The delegation was made aware of a quarterly program/event where the MST meets with Members of staff of the MPs for a coffee Morning at Westminster and they connect with workers from different parts of the country to deliberate and triangulate problems facing MPs and staffers of MPs.
54. The House provides a number of insurance policies to Members' and Members' staff to cover them as they carry out their parliamentary and constituency duties. The Members services team oversees the administration of these insurance policies which include;
- i) Employment Practices Liability – this covers the members from lawsuits, including:
Sexual harassment discrimination, wrongful termination, breach of employment

contract, etc. However, the HR team is there to advise the team accordingly on how to avoid such occurrences.

ii) Professional Indemnity - This **policy protects professionals from legal liability that may arise as a result of the impact of any acts of negligence they may commit in the course their duty.**

iii) Employers, Product and Public Liability - **policy that handles claims from workers who have suffered a job-related injury or illness not covered by workers' compensation.**

55. There however there is a HR proxy who is a staff of the Member of Parliament who will be receiving advice from the House HR team from Members' services team to help the Member in making the right decisions.

4.5 HR Services Team

56. The Delegation was met by Ms. Rita Kaur, Senior HR advisor in the Members Services Team House of Commons. She informed the Committee that the HR team is responsible for offering HR advice to MPs since they recruit and employ their own office staff.

57. The delegation was informed that the MP is allowed to nominate a HR proxy to act on behalf of the MP on matters HR. The nominee is however limited to certain responsibilities and cannot act in place of the MP but can make decisions on advisory from the HR team and the MP. The Member of Parliament is however not limited to anything, and can make any decision in regard to their staff.

58. Human Resources & Diversity and Finance, Portfolio and Performance's teams are responsible for providing efficient, accurate and customer-focused management of human and financial resources.

4.6 ICT Team support

59. The delegation met the ICT Team support led by Mr. Daniel Crutchfield and Mr. Avi Dussaram, who informed the delegation that the ICT support team plays a very important part of the Parliament of UK. The team plays a very critical role in ensuring that as many people are possible are engaged in the work of the Parliament remotely through access to ICT services.

60. The team referred to the previous digital strategy for the United Kingdom Parliament that ran from 2016-2021 and had focused on a set of aspirations and principles, geared towards realizing an ambition to provide excellent digital services to the Parliament. The Parliaments Digital Services have in the past responded well to cyberattacks and matured through the move to cloud computing and eventually had the Parliaments Website renewed in 2020.
61. The team stated its role in extending IT support and advice for Parliament Members, managing the Parliamentary network, developing applications for specialized use in Parliament, planning programmes and project management for current activities as well as the future technology needs and developments.
62. The team delivers IT training and coaching to MPs and MPs staffers and the MPs can work with specific ICT teams in the different constituencies. They also provide an online catalogue and cyber security team to safeguard protect people and devices connected to the network plus the digital content and the sensitive information in the parliament's network.
63. The team also plays the role of running the Parliament of UKs' website which is always being made easier every day and works are done based on user feedback and the functionality for every user. The team also support and runs the social media pages. They also review reports by Administration Committee to find and have a look into issues raised that concern ICT.
64. The ICT team informed the delegation that they are responsible for sourcing and supplying ICT equipment to the MPs offices both at Westminster and at the Constituency offices. Those eligible are 1 Member of Parliament and his 4 Staffers per constituency. This equipment includes Laptops/Desktop computers, printers, scanners and networking equipment. The equipment is deemed to be viable for 5 years after which if a member is re-elected they are due for an upgrade or are disposable.
65. The delegation was informed that until July, 2021, in the wake of COVID-19 pandemic, arrangements were made to enable the Members to virtually attend the Parliamentary sittings. These changes ensured that the house businesses continued and the Lords continued to bring knowledge and expertise the House draws to carry out its work. While the House Commons did not allow virtual voting, the House of Lords continue to vote online. This was a very critical role of the ICT Team to support the proceedings of the Houses.

66. The ICT team told the committee that they conduct annual surveys for digital services that are available to MPs and staff. This was deemed very useful and necessary as the digital world evolved quickly and services needed to be up to date.
67. The team further informed the delegation that the use of digital services is currently guided by the Parliaments Digital Strategy (2022-2025) which sets out its priorities as follows; -
- i) To ensure that their digital services are flexible, secure and resilient.
 - ii) Keep pace with advances in digital technology to support Parliamentary functions and modern working practices, and to engage and empower Members and staff to make best use of digital
 - iii) Make digital more sustainable and scalable by updating their operating models and identifying opportunities to improve ways of working
 - iv) Enable Parliament to make best use of its data and information securely.

4.7 Commonwealth Parliamentary Association UK-Africa Regional programme Manager

68. The delegation met with the Commonwealth UK-Africa program manager, Mr. Jacob Loose. He reiterated the critical role the Commonwealth Parliamentary Association plays in strengthening the bonds between their Parliament and others around the world.
69. He informed the delegation that CPA UK is currently working with over 60 countries and jurisdictions across the commonwealth. Its programmes are intended to achieve improved Parliamentary oversight, inquiry and representation. They have designed bespoke programmes and projects between Members of Parliament, staff in the UK and other commonwealth parliaments to enable and facilitate knowledge sharing and development of best practices.
70. He informed the delegation that CPA UK is invested in supporting and strengthening Parliamentary democracy in all Commonwealth Countries by focusing on women in Parliament, modern slavery, trade, security and Financial oversight. Peer to peer learning is central in its operations to bring together UK and Commonwealth Parliamentarians and officials to share knowledge and learn from each other.
71. He also pointed out that the works it carries out are funded by the UK Parliament. There had been past issues of the pay levels being contentious. There are trainings sponsored by CPA at its Headquarters.

72. The delegation was brought to the understanding that the Core work of CPA UK is to build relationships with Parliaments across the Commonwealth through Parliamentary strengthening and diplomatic based activities. To achieve this goal, it has tailored programmes for individual countries and large scale projects that bring together Commonwealth Parliamentarians and clerks. It also accepts requests from Parliaments across the Commonwealth.

4.8 Observations made by the Delegation

73. Arising from the above deliberations and meetings the delegation made below observations; -

- a) The House of Commons House of Commons Commission is equivalent to the Parliamentary Service Commission in the Kenyan Parliament. Much of the work of the Parliament takes place in Committees and the Committee Chairpersons are entitled to a higher remuneration.
- b) The Chairperson of the Administration Committee which has a similar mandate to Members' Services and Facilities of the National Assembly sits in the House of Commons Commission. This makes presenting Members' issues or the Committee's resolutions easier and easily actionable.
- c) The Parliament of the United Kingdom provides Health and wellbeing services to its Members within the Parliament. The Health and Wellness department provides medical support and services to its members including; general check-up, vaccinations and overseas travel advisories and offer advice and guidance on general well-being and minor treatment services. There's also a general Practitioner on site who sees MPs for consultations and offer full triage services to the Members of Parliament and staff.
- d) The Health and Well-being team has a counsellor and psychiatrist on-site to attend to MPs through efficient programs; Individual Assistance Program(IAP) and for staff Employee Assistance Program (EAP). The services offered by the wellness team are confidential are bound by law.

- e) The House of Commons has a gym for MPs with professional staff to assist in training and work-outs. They also have contracted gyms countrywide to offer subsidized rates to MPs and their staff at Constituency level. This is geared towards creating a healthy Parliament.
- f) The House of Commons has two restaurants that provides meals for MPs. The Administration Committee together with the catering department comes up with a rotating menu on a monthly basis to allow members options and do away with monotony.
- g) The Administration Committee recommended to the House of Commons Commission and the Speaker in a report on how to treat Members who have lost an election. Among the recommendations made were to offer financial advice, assist the former Members to transition out of politics through counselling, assistive job searching, training, career rejuvenation where an ex-member is refreshed on his previous career and assisted to rejoin their previous career.
- h) There is an Independent Parliamentary Standards Authority and is solely responsible for determining and setting salaries, allowances, business costs and other benefits that MPs and staffers of parliament are entitled to.
- i) There is Members Services Team that comprises of Members and Staff Engagement team which is responsible for collecting views from MPs and MPs staff on services and facilities that can be offered or are already available and need improvement or abandoning.
- j) The Members Services Team Management had launched *the office manager call* which is a phone call to all 650 constituency office managers. The service happens weekly and is aimed at receiving regular feedback from the constituency office managers and to find out what can be improved; and if the managers or the Members have any challenges at the constituency office.
- k) The House provides a number of insurance policies to Members' and Members' staff to cover them as they carry out their parliamentary and constituency duties. The Members services team oversees the administration of these insurance policies which include; Employment Practices Liability, Professional Indemnity and Employers, Product and Public Liability.

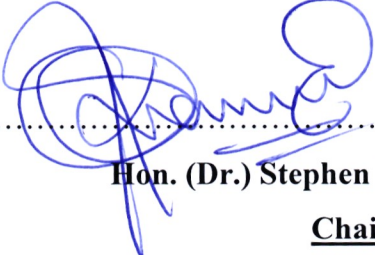
- l) The ICT team in the Parliament of UK is responsible for sourcing and supplying ICT equipment to the MPs offices both at Westminster and at the Constituency offices. The equipment is deemed to be viable for 5 years after which if a member is re-elected they are due for an upgrade or disposable.

5.0 RECOMMENDATIONS

Following the deliberations and observations made by the delegation in its study visit, the committee made the following recommendations;

- i. The Chairperson of the Members' Services and Facilities Committee to sit in the Parliamentary Service Commission Committee on Members' Welfare
- ii. That, a wellness centre should be set-up within Bunge tower fully equipped with a triage centre and to have a professional nurse to offer services and advice to Members of Parliament.
- iii. Through the health club in parliament, Parliamentary Service Commission to contract gyms in cities in Kenya to offer services to Members at a subsidized rate to provide access to gym services to members while they are away from the precincts of parliament.
- iv. The formulation of a Health Cover for Retired Members sighting that the Health of individuals deteriorate as they age and other Members leave Parliament while they are still relatively young and have a long-life ahead.
- v. Creation of a feedback mechanism by the Committee to collect and receive views from Members to allow the Committee receive views and enable it exercise its mandate fully. Further a proposal was made to set up a Members' Services and Facilities office with an officer from the secretariat or Constituency Liaison Office to be receiving views of Members verbally, through questionnaires/forms, letters or emails.
- vi. The Constituency Liaison Office should conduct regular surveys digitally or through telephone calls with Constituency office Managers for Members of Parliament to triangulate challenges faced and solve or raise the issue with management.
- vii. The catering department to offer an ala-carte menu for food and have the buffet menu rotated on a monthly basis to avoid monotony and increase variety served to Members.

- viii. The Department Heads or their representatives to departments that offer services to Members of Parliament be present during Members' services and Facilities Committee meetings.
- ix. The Parliamentary Joint Service to develop an online catalogue for ICT equipment issued to Members', Parliamentary staff and Constituency Office Staff.
- x. That the Parliamentary Service Commission to negotiate with private member clubs around the country and facilitate payments of membership fees to Members' preferred clubs to enable Members access health club and recreational facilities while they are within or away from Nairobi City.

Sign  Date 10/08/23
Hon. (Dr.) Stephen Karani Wachira, M.P.
Chairperson



MINUTES OF THE 6TH SITTING (SECOND SESSION) OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON THURSDAY 15TH JUNE, 2023 AT SMALL DINING, MAIN PARLIAMENT BUILDINGS, AT 11.00 AM

PRESENT

1. Hon. (Dr.) Stephen Karani Wachira, M.P. Chairperson
2. Hon. Feisal Bader Salim, M.P. Vice – Chairperson
3. Hon. Yaa Owen Baya, M.P. Deputy Leader of the Majority Party
4. Hon. Dido Raso, M.P.
5. Hon. Elsie Busihile Muhanda, M.P.
6. Hon. Brighton Leonard Yegon, M.P.
7. Hon. Beatrice Kadeveresia Elachi, M.P.
8. Hon. Jerusha Momanyi, M.P.

APOLOGIES

1. Hon. Peter Lochakapong, M.P.
2. Hon. Paul Abuor, M.P.
3. Hon. Elisha Ochieng Odhiambo, M.P.
4. Hon. Charity Kathambi Chepkwony, M.P.
5. Hon. Ruth Adhiambo Odinga, M.P.
6. Hon. Anne Wanjiku Mugo Muratha, M.P.
7. Hon. Robert Ngui Basil, M.P.

COMMITTEE SECRETARIAT

1. Mr. Sakana Saoli - Clerk Assistant III
2. Ms. Fiona Wanjiru - Legal Counsel II
3. Mr. Timothy Chiko - Research Officer III
4. Mr. Abdi Salat - Senior Sergeant-at-Arms
5. Ms. Priscilla Kamadi - Hansard Officer
6. Mr. Peter Atsiaya - Media Relations Officer
7. Mr. John Nduaci - Assistant Sergeant-at-Arms
8. Ms. Louwise Osijol - Legal Pupil
9. Mr. Bruce Tsyamba - Parliamentary Intern

MIN. NO. NA/DAA&OSC-MSF/2023/021: PRELIMINARIES

The Chairperson called the meeting to order at fifteen minutes past eleven O'clock (11.15 a.m.). A prayer was said followed by introductions.

MIN. NO. NA/DAA&OSC-MSF/2023/022: ADOPTION OF THE AGENDA

The committee resolved to defer the agenda of confirmation of minutes to the subsequent sitting. The agenda was thereafter adopted having being proposed by Hon. Dido Ali Raso, M.P. and seconded by Hon. Yaa Owen Baya, M.P.

MIN. NO. NA/DAA&OSC-MSF/2023/023:

**ADOPTION OF THE REPORT OF THE
STUDY VISIT TO HOUSE OF
COMMONS, UK**

Recommendations

Members of the Committee noted that the committee had previously met and conclusively considered the Report and made proposed various amendments which were accurately captured.

Members emphasized the need to collect views from Members of Parliament on the quality of services and facilities available to them while at the Constituency as well as within the precincts of Parliament. It was noted that there was need to establish a mechanism through which Members of Parliament could give their feedback on the services and facilities they received, as a way of enhancing the committee's work and effectiveness in exercising its mandate.

Members raised concerns over the proposal to the Hospitality department to make provision for an ala carte menu and its feasibility, based on the space available in the dining area for members and guests.

Members proposed that in future benchmarking visits, the delegation to include staff from relevant departments within the Parliamentary Service that offer facilities and services to Members of Parliament. This, it was noted, would allow for ease of implementation of the resolutions arising from the study visits and it would further improve the institutional memory in Parliament.

Thereafter, the Committee unanimously adopted the report of the study visit to the House of Commons, United Kingdom Parliament.

MIN. NO. NA/DAA&OSC-MSF/2023/024:

ANY OTHER BUSINESS

a. Meetings

It was resolved that the Committee will be holding regular meetings every Thursday at 12:00 noon at the small dining, Main Parliament Buildings. These meetings would be held when the house is in session and on notice during recess.

b. Speaker's "kamkunji"

Members agreed to have a meeting with the Speaker of the National Assembly on various issues related to the mandate of the Committee as well as the recommendations captured in the report on the Study Visit to the House of Commons, UK, ahead of tabling of the same. It was resolved that The Chairperson alongside three members would meet the Speaker as soon as possible and report to the committee in its next meeting.

c. Completion Status of Bunge Tower

Members raised concern over the prolonged delayed completion of the Bunge Tower. It was noted that there had been exchequer delays, resulting to the delayed occupation of the office block. Members were informed that the Director General, Parliamentary Joint Service was scheduled to appear before the Committee on Thursday 6th July, 2023 to among others, provide an updated status of Bunge Tower.

d. Quorum

Members were encouraged to support the work of the Committee by attending and participating during committee meetings. The chairperson informed members that their attendance to activities of the Committee would ensure that the committee was vibrant and that it would deliver on its mandate.

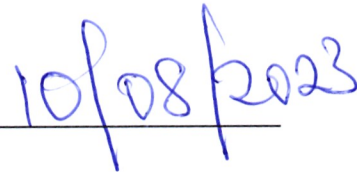
**MIN. NO. NA/ DAA&OSC-MSF/2023/025: ADJOURNMENT AND DATE OF THE
NEXT MEETING**

There being no other business, the meeting was adjourned at ten minutes to twelve O'clock (11:50 a.m.). The next meeting will be held on Thursday 22nd June, 2023.

SIGNED _____



DATE _____



**HON. (Dr.) STEPHEN WACHIRA KARANI, M.P.
CHAIRPERSON**



MINUTES OF THE 5TH SITTING (SECOND SESSION) OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD ON THURSDAY 8TH JUNE, 2023 AT SMALL DINING, MAIN PARLIAMENT BUILDINGS, AT 12.00 NOON

PRESENT

1. Hon. Brighton Leonard Yegon, M.P. *Chairing*
2. Hon. Yaa Owen Baya, M.P. Deputy Leader of the Majority Party
3. Hon. Paul Abuor, M.P.
4. Hon. Beatrice Kadeveresia Elachi, M.P.
5. Hon. Elisha Ochieng Odhiambo, M.P.

APOLOGIES

1. Hon. (Dr.) Stephen Karani Wachira, M.P. Chairperson
2. Hon. Feisal Bader Salim, M.P. Vice – Chairperson
3. Hon. Peter Lochakapong, M.P.
4. Hon. Dido Raso, M.P.
5. Hon. Charity Kathambi Chepkwony, M.P.
6. Hon. Ruth Adhiambo Odinga, M.P.
7. Hon. Jerusha Momanyi, M.P.
8. Hon. Elsie Busihile Muhanda, M.P.
9. Hon. Anne Wanjiku Mugo Muratha, M.P.
10. Hon. Robert Ngui Basil, M.P.

COMMITTEE SECRETARIAT

1. Ms. Christine Ndiritu - Clerk Assistant I
2. Mr. Sakana Saoli - Clerk Assistant III
3. Mr. Timothy Chiko - Research Officer III
4. Mr. Abdi Salat - Senior Sergeant-at-Arms
5. Ms. Pricillah Kamadi - Hansard Officer
6. Mr. John Nduaci - Assistant Sergeant-at-Arms
7. Mr. Bruce Tsyamba - Parliamentary Intern

MIN. NO. NA/DAA&OSC-MSF/2023/017: PRELIMINARIES

The Chairperson called the meeting to order at fifteen minutes past twelve O'clock (12.15 p.m.). A prayer was said followed by introductions.

The Chairperson welcomed the Committee Members to the Meeting and Communicated apologies from the Chairperson and Vice Chairperson.

MIN. NO. NA/ DAA&OSC-MSF/2023/018: CONFIRMATION OF MINUTES OF THE PREVIOUS SITTINGS

The Committee considered minutes of two previous sittings that were pending confirmation.

Minutes of the 3rd Sitting

The minutes were confirmed as a true record of the proceedings, having been proposed by Hon. Elisha Odhiambo, M.P. and seconded by Hon. Beatrice Elachi, M.P.

Minutes of the 4th Sitting

The minutes were confirmed as a true record of the proceedings, having been proposed by Hon. Yaa Owen Baya, M.P. and seconded by Hon. Paul Abuor, M.P.

Matters arising

UNDER MIN. NO. NA/ DAA&OSC-MSF/2023/012

The Committee noted that the previous field visit to constituency offices in the Coastal Region was successful and was key in the Committee's mandate. Members noted the concerns were almost similar in the Coastal Region. The Committee proposed to undertake similar visits to other regions of the Country i.e. Western, Central Kenya and Rift Valley Regions to allow the Committee have an overall view of the Country.

The Committee tasked the Secretariat to come up with a list of Constituencies to be visited and the proposal tabled in the next Committee meeting to allow for deliberations.

UNDER MIN. NO. NA/ DAA&OSC-MSF/2023/013

a. Quality of meals served at the Members Restaurant.

It was noted that there was a general and slight improvement of the meals that were being prepared and served at the restaurant. Members' proposed to undertake an impromptu visit to the kitchen area where the meals were being served and get a look at the status of the kitchen and how the kitchen was operating to ascertain that standards were being maintained and find out whether there were any challenges that were faced by the catering staff.

Members raised concern over non-rotation of staff at the Members Restaurant. It was noted that there was a lot of stagnation of the staff for years and the same staff were still rendering service to Members. It was noted with concern that staff in the Public Service are due for promotion every three years to allow for career growth and development. The Committee sought to find out whether staff lacked motivation for career growth the reason for stagnation at the catering department. The Committee proposed redeployment of officers to other Directorates and Departments to provide for a rejuvenated and motivated staff at the Catering Department.

b. Foreign Travel

The Committee was informed that there was a delegation of the Committee that undertook a study visit to the United Kingdom Parliament, House of Commons in the month of May. Other possible areas of travel were being explored to allow for other Members to also travel abroad.

UNDER MIN. NO. NA/ DAA&OSC-MSF/2023/015

Following the site visit to the proposed Centre for Parliamentary Studies and Training, Members sought to find out whether the documents pertaining to the project that were requested during the visit had been received by the Committee. The secretariat informed the meeting that no documents had been received and they would write a letter to the Director General, Parliamentary Joint Service to furnish the Committee with the documents and appear before the Committee to answer further questions that may arise from the documents.

A Member raised a concern over the land where the project was being developed, citing that they had knowledge of the parcel of land belonging to Ethics and Anti-Corruption Commission and not the Parliamentary Service Commission. The Committee asked that the title deed of the parcel of land be availed to the Committee by the Director General of the Parliamentary Joint Service.

**MIN. NO. NA/ DAA&OSC-MSF/2023/019: CONSIDERATION OF THE REPORT OF
THE STUDY VISIT TO THE UNITED**

KINGDOM PARLIAMENT, HOUSE OF COMMONS

The chairperson informed Members that a delegation had undertaken a study visit to the United Kingdom Parliament, House of Commons to gather a view of best practices that the Committee could take up to better services and facilities that are provided to Members. He invited the Members to have a look at the report of the delegation.

He thereafter invited the secretary to the delegation to take the Members through the report and the delegation's observations and findings.

Committee recommendations

- The Committee supported the recommendation of the report to have the Chairperson of Members' Services and Facilities Committee to sit in the Parliamentary Service Commission Members' Welfare Committee.
- The Committee recommended that the Parliamentary Service Commission to borrow and adopt the idea of a triage centre as part of the Health Club sighting that this would benefit Members and contribute to their well-being.
- The Committee recommended that the catering department to have a meeting with the Committee to find out what they are lacking or what they may need to better their service delivery.
- The Committee recommended that a formula be devised by the Parliamentary Service Commission to find a formula of increasing the pension of retired pensionable MPs to encompass and be proportional to the No. of Terms served by a retired Member. A figure of Ksh.250,000 was suggested for retired Members of Parliament.
- The Committee proposed formulation of a Health Cover for Retired Members sighting that the Health of individuals deteriorate as they age and other Members leave Parliament while they are still relatively young and have a long-life ahead.
- The Committee recommended formulation of a mechanism by the Committee to collect and receive views from Members to allow the Committee receive views and enable it exercise its mandate fully. Further a proposal was made to set up a Members' Services and Facilities office with an officer from the secretariat or Constituency Liaison Office to be receiving views of Members verbally, through questionnaires/forms, letters or emails.
- The Committee recommended that Parliamentary Service Commission to negotiate with private member clubs around the country and facilitate payments of membership to Members' preferred clubs to enable Members access health club and recreational facilities even while they are within or away from Nairobi City.

The Chairperson tasked to capture the recommendations raised by the committee in the report and table the report in the next meeting.

MIN. NO. NA/ DAA&OSC-MSF/2023/020: ANY OTHER BUSINESS

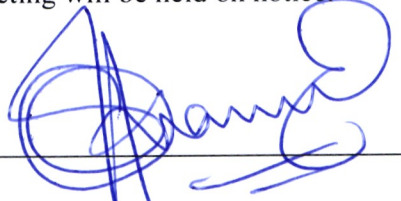
a. Speakers Kamkunji

Members proposed to have an informal meeting "Kamkunji" with the Speaker of the National Assembly who also chairs the Parliamentary Service Commission to canvass some of the recommendations of the report and have a dialogue around some of the issues as goodwill would be necessary in order to proceed.

Further a proposal was made to also meet the Parliamentary Service Commission to have the Committee's views and suggestions on the services and facilities offered to Members'.

MIN. NO. NA/ DAA&OSC-MSF/2023/020: ADJOURNMENT AND DATE OF THE NEXT MEETING

There being no other business, the meeting was adjourned at two minutes to two O'clock (1:58 p.m.).
The next meeting will be held on notice.

SIGNED _____


DATE 19/08/2023

**HON. (Dr.) STEPHEN WACHIRA KARANI, M.P.
CHAIRPERSON**



THE NATIONAL ASSEMBLY

13TH PARLIAMENT – SECOND SESSION (2023)

DIRECTORATE OF AUDIT, APPROPRIATIONS AND OTHER SELECT COMMITTEES

SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES

ADOPTION SCHEDULE

Date: 15/06/2023



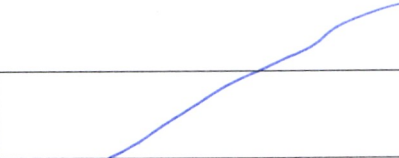
Venue: Small Dining, Main Parliament

Time Started: 10:11/10am

Time Ended: 12:05 pm

AGENDA Adoption of Study visit report to House of Commons, UK.

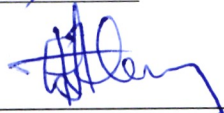
No.	HON. MEMBER	SIGNATURE
1.	Hon. (Dr.) Stephen Wachira Karani, M.P. - <i>Chairperson</i>	
2.	Hon. Feisal Bader Salim, M.P. - <i>Vice-Chairperson</i>	
3.	Hon. Owen Baya Yaa, M.P. – <i>Deputy Leader of Majority Party</i>	
4.	Hon. Dido Ali Raso, M.P.	
5.	Hon. Beatrice Kadeveresia Elachi, M.P.	
6.	Hon. Paul Abuor, M.P.	

No.	HON. MEMBER	SIGNATURE
7.	Hon. Elsie Busihile Muhanda, M.P.	
8.	Hon. Charity Kathambi Chepkwony, M.P.	
9.	Hon. Jerusha Momanyi Mongina, M.P.	
10.	Hon. Elisha Ochieng Odhiambo, M.P.	
11.	Hon. Peter Lochakapong, M.P.	
12.	Hon. Brighton Leonard Yegon, M.P.	
13.	Hon. Ruth Adhiambo Odinga, M.P.	
14.	Hon. Anne Wanjiku Mugo Muratha, M.P.	
15.	Hon. Robert Ngui Basil, M.P.	

Submitted by: Sadi Sakana

Signature: Sadi

Date: 21/06/2023

Approved by: 

Date: 21/6/2023

**DIRECTOR – AUDIT, APPROPRIATIONS
& OTHER SELECT COMMITTEES**