

EMBU COUNTY GOVERNMENT



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Address: P.O. Box 36 - 60100 Embu, Location: Embu Town House

Email: info@embu.go.ke **Website:** www.embu.go.ke

MINISTRY OF LANDS, MINING, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

MUNICIPALITY OF EMBU

**MINUTES OF MUNICIPALITY OF EMBU GENDER MAINSTREAMING COMMITTEE
HELD ON 21st AUGUST 2024 AT THE MUNICIPALITY OF EMBU BOARDROOM AT
10:30 AM**

MEMBERS PRESENT

- | | |
|---------------------|-----------------------------|
| 1. Susan Kaguongo | Committee Chair |
| 2. Grace Murugi | Member |
| 3. Simon Muriuki | Member |
| 4. Catherine Nyagah | Municipal Manager/Secretary |

IN ATTENDANCE

- | | |
|-------------------|--------------------------------|
| 1. Jacob Gititi | Director Urban Development |
| 2. John Mucira | Deputy Director Administration |
| 3. Hellen Wanjohi | Social Safeguards Officer |
| 4. Lynn Murage | Social Safeguards officer |

AGENDA

1. Preliminary
2. Chairs remarks
3. Adoption of fourth quarter gender mainstreaming minutes
4. Committee Activities
5. Closing remarks

MIN. MOE/BOARD/GMC/01/2024/2025: PRELIMINARY

The Chair of the committee welcomed the members and invited Jacob Gititi to say an opening prayer which he did. She then invited the Municipal Manager to shed light on the purpose of the days meeting. The manager thanked the members for always being available when called upon

MIN. MOE/BOARD/GMC/02/2024/2025: CHAIRS REMARKS

The chair of the committee thanked the municipal manager and all the committee members for turning up for the training on gender mainstreaming on KUSP Project.

MIN. MOE/BOARD/GMC/03/2024/2025: READING AND ADOPTION OF THE FOURTH QUARTER GENDER MAINSTEAMING MINUTES.

Members adopted the Third Quarter gender mainstreaming meeting minutes as a true copy of the deliberations of the meeting held on 7th March 2024 and noted that the same had been presented and adopted by the Board in its third quarter Board meeting held on 8th March 2024

MIN. MOE/BOARD/GMC/04/2024/2025: COMMITTEE ACTIVITIES

Members proposed that the County Program Implementation Team (CPCT) ensures that their inclusion people living with disability in the implementation of KUSP 2 projects. Members also proposed that sensitization to the public, staff and teams implementing KUSP 2 projects be done.

MIN. MOE/BOARD/GMC/05/2024/2025: AOB

1. Members registered their appreciation for the training on gender mainstreaming
2. The Chair requested the Manger to see that the staff are trained on personal relationships for even at work

MIN. MOE/BOARD/GMC/06/2024/2025: ADJOURNMENT

The chair thanked members for their attendance and immense participation. There being no other business the meeting ended at 12.10pm with a word of prayers from Hellen Wanjohi

Minutes recorded by:

Sign 

Date: 21/08/2024

HELLEN WANJOHI

For Secretary

Minutes Confirmed by:

Sign 

Date: 21/11/2024

SUSAN KAGUONGO

Date

Committee Chair

EMBU COUNTY GOVERNMENT



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MUNICIPALITY OF EMBU

MINUTES OF MUNICIPALITY OF EMBU GENDER MAINSTREAMING COMMITTEE
HELD ON 21st NOVEMBER 2024 AT THE MUNICIPALITY OF EMBU BOARDROOM AT
10:30 AM

MEMBERS PRESENT

- | | |
|--------------------|-----------------------------|
| 1. Susan Kaguongo | Committee Chair |
| 2. Grace Murugi | Member |
| 3. Simon Muriuki | Member |
| 4. Hellen Wanjohi | Social Development Officer |
| 5. Lynn Murage | Social Development officer |
| 6. Catherine Nyaga | Municipal Manager/Secretary |

IN ATTENDANCE

- | | |
|-----------------|--------------------------------|
| 1. Jacob Gititi | Director Urban Development |
| 2. John Mucira | Deputy Director Administration |

AGENDA

1. Preliminary
2. Chairs remarks
3. Adoption of the first quarter gender mainstreaming minutes
4. Matters arising
5. Committee Activities
6. Closing remarks
7. A.O.B

MIN. MOE/BOARD/GMC/07/2024/2025: PRELIMINARY

The Chair called the meeting to order at 9.30 am and welcomed the members to the meeting. Grace Murugi said an opening prayer. She later on invited all other members to introduce themselves respectfully. She then invited the Municipal Manager to explain further on the purpose of the days meeting. The manager added on that the committee should be meeting regularly “quarterly” and reporting adequately. The manager thanked all the members for their commitment and adherence to the meeting.

MIN. MOE/BOARD/GMC/08/2024/2025: CHAIRS REMARKS

The chair reported that the formation of the committee was of great importance and encouraged the social development officers to activate their office and encourage them to work towards making the gender committee better. The chair commended the committee for its previous achievements and encouraged everyone to look into arrears that may need attention.

All matters were handled. There were no matters arising.

MIN. MOE/BOARD/GMC/09/2024/2025: READING AND ADOPTION OF THE FIRST QUARTER GENDER MAINSTREAMING MINUTES.

The previous minutes meeting of the first quarter which were held on 7th of August, were read out to all the members by Lynn Murage. All the members agreed to the previous minutes proposed by Grace Murugi and seconded by Simon Muriuki to be the true minutes of the previous meeting.

MIN. MOE/BOARD/GMC/10/2024/2025: MATTERS ARISING

The manager reported that there is a plan to carry out a training of staff on gender and more so to induct them since majority are newly employed. The committee also proposed to have the various gender documents developed in preparation for the second Annual Performance Assessment

MIN. MOE/BOARD/GMC/11/2024/2025: COMMITTEE ACTIVITIES

Members agreed to do training (Activity 2) during this financial year 2024/2025 since it was partially done and since the new members had not been trained. The chair suggested that gender training should be done during public forums in order for the committee to contribute to some of the topics they need light on. The manager reported that the social development officers are in the process of formulating Gender Inclusion and Participation Framework. The chair suggested on the importance of incorporating sensitization for the municipality staff as well as the Board members. The chair suggested on the importance of having a gender implementation framework. Social Development officers were encouraged to always ensure that there is gender inclusivity in the municipality.

MIN. MOE/BOARD/GMC/12/2024/2025: CLOSING REMARKS

All members were appreciated for their patience and participation in the meeting by the chair

MIN. MOE/BOARD/GMC/13/2024/2025: A.O.B

The new Gender Committee members were welcomed to the committee. The Municipality Gender Committee was apprehended for their good work and resilience by Grace. Mr Mwaniki commended the social development officer for their work. The manager thanked the members for their contribution and the support for the committee. The chair proceeded to pray and adjourned the meeting.

MIN. MOE/BOARD/GMC/14/2024/2025: ADJOURNMENT

There being no other business, the meeting ended at 1.00 pm with prayers said by Hellen Wanjohi

Minutes recorded by:

Sign 

Date: 21/11/2024

HELLEN WANJOHI

For Secretary

Minutes Confirmed by:

Sign 

Date: 16/03/2025

SUSAN KAGUONGO

Date

Committee Chair

EMBU COUNTY GOVERNMENT



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MUNICIPALITY OF EMBU

**MINUTES OF THE MUNICIPALITY OF EMBU GENDER MAINSTREAMING
COMMITTEE HELD ON 16TH MARCH 2025 AT THE MUNICIPALITY OF EMBU
BOARDROOM AT 10:30 AM**

MEMBERS PRESENT

- | | |
|-----------------------|----------------------------------|
| 1. Milliam Wawira | Committee Chair |
| 2. Dr. Elikana Kathie | Member |
| 3. Amina Kigundu | Member |
| 4. Catherine Nyaga | Municipal Manager |
| 5. Hellen Wanjohi | Social Safeguards Officer |
| 6. Ben Nyaga | Environmental Safeguards Officer |
| 7. Lynn Murage | Social Development officer |

AGENDA

1. Preliminary
2. Chairs remarks
3. Status of gender activities and expectations
4. Closing remarks
5. A.O.B

MIN. MOE/BOARD/GMC/15/2024/2025: PRELIMINARY

The meeting started at 11.00 am with a word of prayer said by Hellen Wanjohi. The Chair welcomed the members to the meeting and requested for self-introduction since it was the first time for the gender committee of the new Board to meet.

MIN. MOE/BOARD/GMC/16/2024/2025: CHAIRS REMARKS

The chair reported that during the previous fourth quarter Board meeting the committee for gender among others were formed. The members were informed that the gender committee has been active and hence the need to meet immediately to be brought to course on the activities that are expected to be undertaken. The Chair welcomed the Municipal Manager for the Update.

MIN. MOE/BOARD/GMC/17/2024/2025: UPDATE ON THE VARIOUS COMMITTEE ACTIVITIES

The Committee was informed that the former Board had established the Gender committee and among others it was functional. Several activities had been undertaken several activities that include:

1. Board sensitization on gender mainstreaming issues
2. Training of staff and gender committee members on gender mainstreaming
3. Developed the Grievance Redress Mechanism
4. Developed the Gender Policy and Plan
5. Developed the Gender Inclusion Framework

MIN. MOE/BOARD/GMC/18/2024/2025: COMMITTEE ACTIVITIES

Members requested that:

1. The Board and more so the committee be taken through the various documents for familiarization in order for them to be able to implement as required.
2. Be taken through the KUSP Project requirements on gender issues and any other underlying necessity

MIN. MOE/BOARD/GMC/19/2024/2025: CHAIRPERSON'S REMARKS

The Chair thanked the members for having a very interactive session. She promised to work as a team and spearhead for future participation even during public fora.

MIN. MOE/BOARD/GMC/20/2024/2025: ADJOURNMENT

There being no other business, the meeting ended at 1.30 pm with prayers said by Amina Kigundu

Minutes recorded by:

Sign 

Date: 16/1/2025

HELLEN WANJOHI

For Secretary

Minutes Confirmed by:

Sign 

Date: 09/04/2025

MILLIAM WAWIRA

Committee Chair

MINUTES OF MUNICIPALITY OF EMBU GENDER MAINSTREAMING COMMITTEE HELD ON 9TH APRIL 2025 AT THE MUNICIPALITY OF EMBU BOARDROOM AT 9:30 AM

PRESENT

- | | |
|-----------------------|-----------------------------|
| 1. Milliam Wawira | Committee Chair |
| 2. Amina Kigundu | Member |
| 3. Dr. Elikana Kathie | Member |
| 4. Catherine Nyagah | Municipal Manager/Secretary |

IN ATTENDANCE

- | | |
|-------------------|----------------------------------|
| 1. Jacob Gititi | Director Urban Development |
| 2. Hellen Wanjohi | Social Safeguards Officer |
| 3. Benson Nyaga | Environmental Safeguards officer |

AGENDA

1. Preliminary
2. Chairs remarks
3. Development of Gender mainstreaming committee Terms of Reference (ToRs)
4. Development of framework for the Board welfare.
5. Funds for training of staff on gender mainstreaming
6. AOB
7. Closing remarks

MIN. MOE/BOARD 2/GMC/01/2024/2025 PRELIMINARY

The Chair of the committee welcomed the members and invited Hellen Wanjohi to say an opening prayer which she did AT 9.30 AM. She then invited the Municipal Manager to shed light on the purpose of the days meeting. The manager thanked the members for being available for their very first meeting.

MIN. MOE/BOARD 2/GMC/02/2023/2025 CHAIRS REMARKS

The chair of the committee thanked the Municipal manager and all the committee members for turning up for the meeting and encouraged the team to prepare to handle issues at hand with a lot of commitment and dedication.

MIN. MOE/BOARD 2/GMC/03/2024/2025 DEVELOPMENT OF GENDER MAINSTREAMING COMMITTEE TERMS OF REFERENCE (TORS).

Members deliberated lengthily and came up with the gender mainstreaming Terms of reference as attached.

MIN. MOE/BOARD 2/GMC/04/2024/2025 DEVELOPMENT OF FRAMEWORK FOR THE BOARD WELFARE.

Members deliberated on the framework for the Board welfare and developed the framework for members.

Deaths, births, deaths, graduations, anniversaries, sicknesses and even chronic illnesses were discussed at large. Issues to do with chronic illnesses to be addressed as per the case. The contributions to be 5000 per member per event.

The lead team was unanimously agreed on.

1. Dr. Elikana Kathie -The coordinator
2. Amina Kigundu - The treasurer
3. Catherine Nyaga- liaison officer

SOCIAL WELFARE PROPOSAL

EVENT	BENEFICIARY	CONTRIBUTION PER MEMBER (Kshs)	REMARKS	
Deaths	Nuclear family	5,000 2k	Choose one spouse in case of polygamy	
Births	Principal. At least one birth per year	5,000 2k	Can only do one (baby shower, baby naming, baby holding)	
Ceremonies	Religious ceremonies, baptism, confirmation. Mosque confirmation	Principal. At least one per year	5,000 2k	Can only do one per year
	Weddings/anniversaries, ruracio	Principal-	5,000 2k	Can only do one. For weddings in case of a child, only 1 biological child to be considered.
	Graduations- Degree and above	Principal	5,000 2k	
	Retirement	Principal	5,000 2k	
Sickness / admission at least 3 days	Principal	5,000 2k		
Critical Terminal illness	To be discussed by case analysis	To be discussed by case analysis	Registered terminal illness	

MIN. MOE/BOARD 2/GMC/05/2024/2025 TRAININGS AND SENSITIZATIONS

The committee discussed the needs for training of the committee members and the municipality staffs on gender mainstreaming. It was unanimously agreed that funds to be set aside for that purpose. Funds for publicity, campaigns and sensitization to be set aside within the budget. The committee agreed to come up with a road map of its activities.

The committee also proposed funds to be set aside for advocating, championing and creating awareness on gender issues.

MIN. MOE/BOARD 2/GMC/06/2024/2025 AOB

- The chair requested the members to familiarize themselves with the existing documents and policies
- The committee to draw a road map for the projects; eg, projects for the minority, source of funds for training of staffs on gender mainstreaming.
- Dr. Elikana expressed the importance of requesting a technical person to talk on issues to do with work place relation eg GBV to the full Board. He also suggested all public toilets within the municipality to be operated by the municipality management
- The chair noted the need for Crenche at workplace to cater for breastfeeding mothers as well as a place for young children and all chairs of the meetings to adopt those needs.

MIN. MOE/BAORD 2/GMC/06/2024/2025 ADJOURNMENT

The chair thanked members for their attendance and immense participation. There being no any other business the meeting ended at 3.10pm with prayers from Amina Kigundu

Minutes recorded by:

SIGN 

DATE 9/4/2025

Hellen Wangari Wanjohi

For Secretary

Minutes Confirmed by:

SIGN 

DATE 05/05/2025

Milliam Wawira

Committee Chair