

KENYA PLANT HEALTH INSPECTORATE SERVICE

MINUTES OF THE 1st SECURITY COMMITTEE MEETING in QUARTER (1) 2024/2025 AT KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS) HELD ON 16TH OCTOBER 2024 IN THE KEPHIS HEADQUARTERS MEETING ROOM FROM 02:30 PM.

PRESENT:

1. Mr. Victor Kibet	Member (Secretary)
2. Mr. Benson Utali	Member
3. Ms. Damaris Kimanzi	Member
4. Mr. Eric Wanyonyi	Member
5. Ms. Nancy Odera	Member
6. Mr. Bernard Kiilu	Member
7. Mr. Stephen Esharanda	Member
8. Ms. Ann Ireri	Member

ABSENT WITH APOLOGIES

1. Ms. Nancy Ndumia	Member (Chairperson)
2. Ms. Betty Waithanje	Member
3. Mr. Eric Were	Member
4. Mr. Charles Mutethia	Member

The meeting was called to order by the Secretary (The acting chairperson) at 02:50 p.m. A word of prayer was said by Nancy Odera.

MIN/SC/1/22/01/2024

CONFIRMATION OF QUORUM

The acting Chairperson confirmed that the Committee was quorate to undertake the meeting.

The Chairperson (Ms. Nancy Ndumia) apologies was noted as she was attending the ongoing HRAC Committee meeting.

MIN/SC/2/22/02/2024

ADOPTION OF AGENDA

The agenda for the meeting was adopted without any amendments. It was reported that there were no minutes from the previous meeting as this was the first meeting of the new appointed members.

MIN/SC/3/22/03/2024

DECLARATION OF INTEREST

No interest on any item on the agenda was declared by any member.

MIN/SC/4/22/04/2024

REMARKS BY THE CHAIR

The Chairperson indicated that he believed that the committee comprised of competent members who would be able to work together to achieve the mandate of the committee.

MIN/SC/5/22/01/2024

INTRODUCTION OF MEMBERS

The members present introduced themselves and indicated their designations and expectations as being members of the committee.

MIN/SC/5/22/01/2024

**REVIEW OF APPOINTMENT MANDATE
AND SCOPE**

The Chairman took the members through the mandate and scope of the committee as follows:

1. Coordinate activities and conferences – there have been no previous incidences.
The activities have been carried out efficiently
2. Develop review of security policies and working instructions.
3. Monitoring and evaluations of SOP's - the audit and risk department will make significant contributions towards this.
4. Planning and budgeting of security budgeting and operations.
5. Ensure institutional compliance
6. Compliance with the security work-plan.
7. Liaison and support to inspectors while enforcing compliance with KEPHIS regulations

The chairman indicated that there may be other activities which the committee may be given or assigned by management as need arises.

The Chairperson invited Mr.Benson Utali to take the Committee through the previous achievements and operations of the previous committee as he was the secretary in the security committee of the previous financial year.

Mr.Utali took the committee through the previous work-plan that the security committee had in the last financial year. The said work-plan included the following activities:

- Development of Kephis security policies and SOP's
- Undertake security audits
- Awareness to staff
- Train members of security committee
- Awareness to caretakers' security guards

He indicated that due to budget constraints they only managed to develop a draft security policy in soft copy.

There was also a hitch in the composition of the committee as many members were from a technical background and often could not attend the meetings as they were often attending to field work.

He further presented the report from the planning office on the output of the security committee against their work-plan. He also presented the draft security policy.

He suggested that the committee plan how to develop the SOP's and other work instructions to achieve the mandate of the committee.

The activities set out are:

1. Reviewing the draft policy which exists.
2. Develop SOP's/ work instructions
3. Undertake security audits
4. Review of appointment of security committee (which has been done)
5. Purchase and installation of surveillance systems. (purchase has been requested, the work is in progress; also, to enhance CCTV control and cameras across the institution)
6. Training of members of the security committee (not started)
7. Carrying out security awareness on staff, caretakers and security guards.
8. Sensitizing staff on asset security.
9. Anti-terrorism training.

The Chairperson emphasized the importance of the training and reviewing of policies activities to enable the members to understand and execute the mandate of the security committee.

The chairperson said that once that is done, we may undertake security audits.

MIN/SC/6/22/01/2024

**PLAN SECURITY COMMITTEE WORK
PLAN (WAY FORWARD)**

The Chairperson opened the floor to comments on how to undertake the highlighted work plan/ action plan.

Mr. Kiilu suggested that we combine some items on the work-plan. He suggested that the committee can spare a few days during and after the training of the committee members to develop the SOPs and Review the draft policy as a joint activity and as a priority using the knowledge that we would have acquired. This would inform a reviewed work-plan to ensure efficient implementation of the workplan as the committee would only retain relevant activities. Mr. Kiilu further suggested that undertaking the audit would be conducted afterwards.

Mr. Utali concurred with Mr. Kiilu on the contributions he made. He further indicated that there had previously been an audit conducted that required the committees' inputs and response.

Ms. Nancy Odera suggested that the committee be provided with a clear scope of what security entails.

The Chairperson indicated that there is often confusion between OSH and Security however in KEPHIS they are handled separately. He indicated that security involves:

1. Protection of Human Capital
2. Asset Protection
3. Information Security: internal and external
4. Reputation protection: intelligence collection and liaisons

Ms.Odera inquired about the structure of the Security Department. The Chairperson made a clarification that the caretakers in particular are part of the security work-plan because they are in possession of keys which touch on Asset Protection, Though their mandate is more on administrative duties under estate management.

Mr.Kiilu indicated that security is complex and synergy should be created between OSH and security committees. Mr.Kiilu also informed the committee that Enterprise Risk Management would be handled separately by the planning department although it also touches on security issues.

Mr. Esharanda indicated that there should be key action points, plans and targets that the committee should undertake by the end of the meeting to assist in planning and overall achievement of the committee's mandate.

Ms.Nancy suggested that inquiries should be made towards the external trainers on how long trainings of such nature would take to enable the committee plan themselves.

The Chairperson indicated that the committee would primarily suggest the agendas of the trainings in accordance to the committees work-plan.

Mr. Wanyonyi stressed the importance of reviewing the security policy that can be used to enforce the committees mandate as it paused an issue in the previous financial year.

Damaris Kimanzi emphasized the importance of liaison between the committee and other stakeholder organizations that play a role in the law enforcement of KEPHIS.

Ms.Odera inquired about the recruitment processes of security officers or any other staff under the Security department because there could be conflicting terms of engagement between the organizations security policies and third party security policies.

The Chairperson indicated the security personnel have been operating on standard security procedures however the said procedures can be enhanced and the committee directs them to enforce the said procedures.

COMMITTEE COMMENT AND DIRECTION

Mr.Utali indicated that due to budget constraints the following activities should be done in Quarter 2 as combined activities:

1. Development of SOPs, work instructions
2. Review of policy
3. Training of members

Members further suggested that in Q3 the committee may undertake the security audits.

Ms. Odera emphasized that members should come up with activity schedules and budgets to aid in prioritizing.

RESOLUTION

After deliberations, the Members requested the Chairperson & Ms. Nancy Odera come up with a Budget within Q2 for the activities to take place over a span of five days in KEPHIS Nakuru.

The Chairperson to liaise with Anti-terrorism Unit to get their schedule to facilitate training on anti-terrorism which will likely be done in Q3.

Ms. Odera to review the time-lines in the work-plan for Q3 to include the Anti-terrorism activities and awareness to staff.

MIN/SC/8/22/01/2024

ANY OTHER BUSINESS

Mr.Utali took members through the previous audit report to highlight what had not been achieved by the security committee because the same may potentially raise further audit queries in the case of future audits.

RESOLUTION

The Chairperson requested that the said Audit Report be shared with members of the committee to be able to highlight the key aspects touching on security matters.

Mr.Utali indicated that he would follow up with the Internal Audit Department to share any latest Audit Report.

There being no other business, the meeting ended at 04:20 pm with a word of grace.

APPROVED FOR CIRCULATION:

SIGN:.....

DATE:,2024

SECRETARY,

CONFIRMED:

SIGN:.....

DATE:,2024

CHAIRPERSON,