



Contact List (27 June 2024)

Corporate Procurement Unit - General Enquiries

cpu@falkirk.gov.uk

CARE

Key Participants	Position	Email Address
Nicola Morrison	Procurement Advisor - Under 65 Residential Care	nicola.morrison@falkirk.gov.uk
Sarah McKenna	Procurement Advisor - Over 65 Residential Care	sarah.mckenna@falkirk.gov.uk
Andrea Brown	Procurement Advisor - Support at Home & Community Care	andrea.brown@falkirk.gov.uk
Julia Potter	Procurement Advisor - Children Services	cpu@falkirk.gov.uk
James King	Procurement Coordinator	cpu@falkirk.gov.uk

CONSTRUCTION & MAINTENANCE

Key Participants	Position	Email Address
Colin MacRobbie	Building Design Manager	colin.macRobbie@falkirk.gov.uk
Jack Aitken	Design Coordinator (Children's Service)	jack.aitken@falkirk.gov.uk
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Paul Noble	Design Coordinator (New Build Housing)	paul.noble@falkirk.gov.uk
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Steven Grant	Assistant Building Operations Coordinator	steven.grant@falkirk.gov.uk
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David Garvin	Area Roads Engineer	david.garvin@falkirk.gov.uk
Aaron Moison	Roads Bridges & Flooding Coordinator	Aaron.moison@falkirk.gov.uk
Scott Cockburn	Quantity Surveyor (Building Maintenance)	scott.cockburn@falkirk.gov.uk
James Baillie	Estates Manager	james.baillie@falkirk.gov.uk
Stephen German	Area Lighting Engineer	stephen.german@falkirk.gov.uk
Robert Fotheringham	Building & Maintenance Division Service Manager (Operations)	robert.fotheringham@falkirk.gov.uk
Stephen Gow	Building Operations Coordinator (Housing)	stephen.gow@falkirk.gov.uk
Ian Edwards	Projects & Development Coordinator	ian.edwards@falkirk.gov.uk
Paul O'Donnell	Procurement Advisor - Construction & Maintenance	cpu@falkirk.gov.uk
Wilson Kemp	Procurement Advisor - Roads & Infrastructure	cpu@falkirk.gov.uk
Darren Niblo	Procurement Coordinator	cpu@falkirk.gov.uk

WASTE SERVICES

Key Participants	Position	Email Address
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Maureen McGee	Procurement Advisor	cpu@falkirk.gov.uk
Darren Niblo	Procurement Coordinator	cpu@falkirk.gov.uk



EQUIPMENT & MATERIALS

Key Participants	Position	Email Address
Judith MacDonald	Catering Coordinator (Catering & Cleaning)	judith.macdonald@falkirk.gov.uk
Stephen Fulton	Catering & Retail Coordinator (Leisure)	stephen.fulton@falkirk.gov.uk
Craig Heeps	Assistant Building Operations Coordinator (Stores)	craig.heeps@falkirk.gov.uk
Kenny McNeill	Children's Services Resources Manager	kenny.mcneill@falkirk.gov.uk
Louise Graham	Team Leader (Public Libraries)	adminlibraries@falkirk.gov.uk
Russell Macaloney	Acting Sports & Recreation Manager	Russell.macaloney@falkirk.gov.uk
Denise Chirray	Assistant Procurement Adviser	cpu@falkirk.gov.uk
Merle Stevenson	Procurement Coordinator	cpu@falkirk.gov.uk

PROFESSIONAL SERVICES

Key Participants	Position	Email Address
Catherine Carruthers	Pensions Manager	Catherine.Carruthers@falkirk.gov.uk
Caroline McGill	Accountancy Services Manager	Caroline.mcgill@falkirk.gov.uk
Tracey Gillespie	HR & Payroll Manager	tracey.gillespie@falkirk.gov.uk
Kenny McNeill	Children's Services Resources Manager	kenny.mcneill@falkirk.gov.uk
Darren Hancock	Procurement Advisor	cpu@falkirk.gov.uk
Merle Stevenson	Procurement Coordinator	cpu@falkirk.gov.uk

TELECOMMUNICATIONS & IT

Key Participants	Position	Email Address
Ian Rennie	Technology & Infrastructure Manager	ian.rennie@falkirk.gov.uk
Allan Stewart	Innovation & Digital Manager	allan.stewart@falkirk.gov.uk
Stuart Lennie	Education - Connected Falkirk Manager	stuart.lennie@falkirk.gov.uk
Kenny McNeill	Children's Services Resources Manager	kenny.mcneill@falkirk.gov.uk
Darren Hancock	Procurement Advisor – Telecoms & IT	cpu@falkirk.gov.uk
Merle Stevenson	Procurement Coordinator	cpu@falkirk.gov.uk

TRANSPORT & FLEET

Key Participants	Position	Email Address
Mark Cox	Fleet Manager	mark.cox@falkirk.gov.uk
Chris Cox	Transport Planning Manager	transportplanning@falkirk.gov.uk
Gary McGowan	Transport Coordinator	gary.mcgowan@falkirk.gov.uk
Adam Watson	Sustainable Transport Coordinator	transportplanning@falkirk.gov.uk
Maureen McGee	Procurement Adviser	cpu@falkirk.gov.uk
Darren Niblo	Procurement Coordinator	cpu@falkirk.gov.uk



UTILITIES

Key Participants	Position	Email Address
Kevin Mullen	Senior Property Coordinator	kevin.mullen@falkirk.gov.uk
Vacant	Electrical Coordinator (contact Kevin Mullen)	vacant
Derek Ure	Gas Coordinator	derek.ure@falkirk.gov.uk
Claire Gibson	Energy and Climate Change Coordinator	claire.gibson@falkirk.gov.uk
Callum Aird	Lead Officer - Energy	callum.aird@falkirk.gov.uk
Merle Stevenson	Procurement Coordinator	cpu@falkirk.gov.uk

NET ZERO

Name	Position	E-Mail Address
Claire Gibson	Energy and Climate Change Coordinator	claire.gibson@falkirk.gov.uk
Cloe Vining	Lead Officer – Climate Change	cloe.vining@falkirk.gov.uk

ELECTRIC VEHICLES & CHARGING POINTS

Name	Position	E-Mail Address
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Maureen McGee	Procurement Advisor	cpu@falkirk.gov.uk
Darren Niblo	Procurement Coordinator	cpu@falkirk.gov.uk
Adekoyejo Olugbile	Transport Planning Officer	transportplanning@falkirk.gov.uk

JOINT LOAN EQUIPMENT SCHEME (JLES)

Name	Position	E-Mail Address
Dorian Gray	Joint Loan Equipment Scheme Manager	dorian.gray@falkirk.gov.uk
Brian Stewart	Systems Operational Coordinator	brian.stewart@falkirk.gov.uk
Andrew Rankin	Stores Supervisor	andrew.rankin@falkirk.gov.uk
James King	Procurement Coordinator	cpu@falkirk.gov.uk

EMPLOYMENT & TRAINING UNIT (ETU)

Name	Position	E-Mail Address
Sarah Mcculley	Employment & Training Manager	sarah.mcculley@falkirk.gov.uk
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Jo Allan	P.O. Employment & Training	Jo.allan@falkirk.gov.uk
Ian Gilchrist	P.O. Employment & Training	ian.gilchrist@falkirk.gov.uk
James King	Procurement Coordinator	cpu@falkirk.gov.uk



FALKIRK BUSINESS GATEWAY

Support Area	Key Participants	Phone & Email
<p>Falkirk Business Gateway Advisors will support you to:</p> <ul style="list-style-type: none"> • Prepare a business plan • Understand business finance and cash flows • Find ways to market your business • Access workshops • Access specialist support • Access to networking opportunities • Access to Scottish Enterprise Programmes <p>A dedicated team of specialists can also provide support covering the follow business topics:</p> <ul style="list-style-type: none"> • Marketing • Information technology • Finance • Procurement • Leadership and Organisational development • Digital media solutions • Environmental • HR 	Business Advisors	01324 808266 business@falkirk.gov.uk
Name	Position	E-Mail Address
Keir Stevenson	Economic Development Manager	keir.stevenson@falkirk.gov.uk
Carron Smith	Principal Officer Business Support	carron.smith@falkirk.gov.uk
Charlie Croft-Johnson	Regeneration and Tourism Team Leader	charles.croftjohnston@falkirk.gov.uk

Falkirk Council Procurement Clinics

A support service is offered to Small and Medium Enterprises (SMEs) based within the Falkirk Council area who would like the opportunity to contract with the Council and are looking for procurement guidance and advice. Officers from the Corporate Procurement Unit are available to host online procurement clinics in relation to the delivery of **supplies and services**, and Officers from the Council's Place Services can host clinics relating to the delivery of **works**.

Appointments are free of charge and can be requested by sending an email to cpu@falkirk.gov.uk providing the following information:

- Name of your business / organisation
- Nature of supply / service / work delivered by your business / organisation
- Your name
- Your email address
- Your telephone number
- Address of your business / organisation
- What you would like to gain by attending a procurement clinic appointment

Supplier Development Programme - <https://www.sdpscotland.co.uk/>

Help available to Scottish SMEs and 3rd sector organisations interested in working with the public sector. The SDP can offer expert training, support and information to help you win and grow your business free of charge.

Falkirk Council website - www.falkirk.gov.uk/

Falkirk Council Contract Register - procurement/contracts-register

Public Contracts Scotland - www.publiccontractsscotland.gov.uk