**Contact List** (15 May 2023)

|  |  |
| --- | --- |
| Corporate Procurement Unit - General Enquiries | cpu@falkirk.gov.uk |

**CARE**

|  |  |  |
| --- | --- | --- |
| Key Participants | Position | Email Address |
| Laura Smith | Housing Needs Manager | laura.smith@falkirk.gov.uk |
| 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 Co-ordinator | cpu@falkirk.gov.uk |

**CONSTRUCTION & MAINTENANCE**

|  |  |  |
| --- | --- | --- |
| Key Participants | Position | Email Address |
| Colin MacRobbie | Building Design Manager | colin.macRobbie@falkirk.gov.uk |
| Jack Aitken | Design Co-ordinator (Children’s Service) | jack.aitken@falkirk.gov.uk |
| Linda Davis | Design Co-ordinator (Housing Investment) | linda.davis@falkirk.gov.uk |
| Paul Noble | Design Co-ordinator (Commercial & Social Work) | paul.noble@falkirk.gov.uk |
| Ian Paterson | Facilities Co-ordinator | ianw.paterson@falkirk.gov.uk |
| Fraser McNairney | Building Operations Co-ordinator | Fraser.Mcnairney@falkirk.gov.uk |
| John Pentecost | Building Operations Co-ordinator | john.pentecost@falkirk.gov.uk |
| Ewan Hogg | Area Roads Engineer | ewan.hogg@falkirk.gov.uk |
| David Garvin | Area Roads Engineer | david.garvin@falkirk.gov.uk |
| Gary McGregor | Roads Bridges & Flooding Co-Ordinator | Gary.mcgregor@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 | Senior Property Co-ordinator (Operations) | robert.fotheringham@falkirk.gov.uk |
| Moira Fitzsimmons | Senior Property Co-ordinator (Housing) | moira.fitzsimmons@falkirk.gov.uk |
| Ian Edwards | Projects & Development Co-ordinator | 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 Co-ordinator | cpu@falkirk.gov.uk |

**WASTE SERVICES**

|  |  |  |
| --- | --- | --- |
| **Key Participants** | **Position** | **Email Address** |
| Barry Neill | Waste Manager | barry.neill@falkirk.gov.uk |
| Maureen McGee | Procurement Advisor | cpu@falkirk.gov.uk |
| Darren Niblo | Procurement Co-ordinator | cpu@falkirk.gov.uk |

**EQUIPMENT & MATERIALS**

|  |  |  |
| --- | --- | --- |
| Key Participants | Position | Email Address |
| Judith MacDonald | Facilities Manager (Catering & Cleaning) | judith.macdonald@falkirk.gov.uk |
| Stephen Fulton | Catering & Retail Co-ordinator (Leisure) | stephen.fulton@falkirk.gov.uk |
| Craig Heeps | Stores Co-ordinator | 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  |
| Paul Finnie | Sports & Recreation Manager | paul.finnie@falkirk.gov.uk |
| Jordan Smith | Assistant Procurement Advisor | cpu@falkirk.gov.uk |
| Merle Stevenson | Procurement Co-ordinator | 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 |
| Alistair Steel | Team Leader Legal Services | local.supportMB@falkirk.gov.uk |
| Kenny McNeill | Children’s Services Resources Manager | kenny.mcneill@falkirk.gov.uk |
| Neil Biggar | Procurement Advisor | cpu@falkirk.gov.uk |
| Merle Stevenson | Procurement Co-ordinator | 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 | Graduate Procurement Assistant - MFDs | cpu@falkirk.gov.uk |
| Neil Biggar | 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 | christopher.cox@falkirk.gov.uk |
| Gary McGowan | Transport Co-ordinator | gary.mcgowan@falkirk.gov.uk |
| Adam Watson | Sustainable Transport Co-ordinator | kevin.collins@falkirk.gov.uk |
| Maureen McGee | Procurement Advisor | cpu@falkirk.gov.uk |
| Darren Niblo | Procurement Co-ordinator | cpu@falkirk.gov.uk |

**UTILITIES**

|  |  |  |
| --- | --- | --- |
| Key Participants | Position | Email Address |
| Ian Dryden | Development Manager (Growth Planning & Climate)  | ian.dryden@falkirk.gov.uk |
| Kevin Mullen | Building Operations Co-ordinator | kevin.mullen@falkirk.gov.uk |
| John Kerr | Electrical Co-ordinator | john.kerr@falkirk.gov.uk |
| Allan Gibson | Gas Co-ordinator | allan.gibson@falkirk.gov.uk |
| Merle Stevenson | Procurement Co-ordinator | cpu@falkirk.gov.uk |

**NET ZERO**

|  |  |  |
| --- | --- | --- |
| Name | Position | E-Mail Address |
| Ian Dryden | Development Manager (Growth Planning & Climate)  | ian.dryden@falkirk.gov.uk |
| Claire Gibson | Lead Officer – Climate Change | claire.gibson@falkirk.gov.uk |

**ELECTRIC VEHICLES & CHARGING POINTS**

|  |  |  |
| --- | --- | --- |
| Name | Position | E-Mail Address |
| Mark Cox | Fleet Manager | mark.cox@falkirk.gov.uk |
| Maureen McGee | Procurement Advisor | cpu@falkirk.gov.uk |
| Darren Niblo | Procurement Co-ordinator | cpu@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 Co-ordinator | brian.stewart@falkirk.gov.uk |
| Kevin Robertson | Stores Supervisor | kevin.robertson@falkirk.gov.uk |
| James King | Procurement Co-ordinator | cpu@falkirk.gov.uk |

**EMPLOYMENT & TRAINING UNIT (ETU)**

|  |  |  |
| --- | --- | --- |
| Name | Position | E-Mail Address |
| Sarah Mcculley | Employment & Training Manager | sarah.mcculley@falkirk.gov.uk |
| Janie Brown | P.O. Employment & Training | janie.brown@falkirk.gov.uk |
| Ian Gilchrist | P.O. Employment & Training | ian.gilchrist@falkirk.gov.uk |
| James King | Procurement Co-ordinator | cpu@falkirk.gov.uk |

**FALKIRK BUSINESS GATEWAY**

|  |  |  |
| --- | --- | --- |
| Support Area | Key Participants | Phone & Email |
| Falkirk Business Gateway Advisors will support you to:* 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

A dedicated team of specialists can also provide support covering the follow business topics:* Marketing
* Information technology
* Finance
* Procurement
* Leadership and Organisational development
* Digital media solutions
* Environmental
* HR
 | Business Advisors | 01324 808266business@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/**](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/**](http://www.falkirk.gov.uk/)

**Falkirk Council Contract Register -** [**procurement/contracts-register**](http://www.falkirk.gov.uk/services/council-democracy/policies-strategies/procurement/contracts-register.aspx)

**Public Contracts Scotland -** [**www.publiccontractsscotland.gov.uk**](http://www.publiccontractsscotland.gov.uk/)