

Procurement - Responsible buyers list

06/07/2011

Responsible officer	Department	Procurement areas of responsibility	Phone number (external)	Extension	Preferred contact e.mail (@rochford.gov.uk)
Carly Chapman	Chief Executives Office	Anything specifically requested by the Chief Exec in relation to his role eg: Subscriptions (magazines and professional bodies), conference bookings, hotels, parking/dining at conferences, one-off purchases not covered by other Officers.	01702 318199	3005	<a href="mailto:carly.chapman@rochford.gov.uk">carly.chapman@rochford.gov.uk</a>
Matt Harwood-White	Community Services	General event supplies including banners and gazebos, sports equipment, arts supplies, first aid kits, uniforms	01702 546366 (via switchboard)	3619	<a href="mailto:matt.harwoodwhite@rochford.gov.uk">matt.harwoodwhite@rochford.gov.uk</a>
Jackie Valentine	Customer Services Team	Departmental equipment and uniforms, phone equipment and charges, mobiles equipment and charges, departmental training	01702 318145	3811	<a href="mailto:customerservices@rochford.gov.uk">customerservices@rochford.gov.uk</a>
Sarah Orchard	Customer Services Team	Departmental equipment and uniforms, two way radio, phone equipment and charges, mobiles equipment and charges, departmental training	01702 318133	3707	<a href="mailto:customerservices@rochford.gov.uk">customerservices@rochford.gov.uk</a>
Karen Lindfield	Elections	Elections and electoral registration equipment and supplies	01702 318136	3803	<a href="mailto:elections@rochford.gov.uk">elections@rochford.gov.uk</a>
Martin Howlett	Environmental Services: Environmental Protection Unit	Contaminated Land	01702 318047	3309	<a href="mailto:martin.howlett@rochford.gov.uk">martin.howlett@rochford.gov.uk</a>
Martin Howlett	Environmental Services: Environmental Protection Unit	Air Quality	01702 318049	3309	<a href="mailto:martin.howlett@rochford.gov.uk">martin.howlett@rochford.gov.uk</a>
Post vacant	Environmental Services: Environmental Protection Unit	Statutory Nuisances/ Prejudicial to Health to include: Noise, Smoke, Odour, Dust, Animal Nuisance, Fumes/Gases, Accumulation/ Deposit and Light	01702 546366 (via switchboard)		

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Post vacant	Environmental Services: Environmental Protection Unit	Destitute Burials	01702 546366 (via switchboard)		
Post vacant	Environmental Services: Environmental Protection Unit	Scheduled Installations	01702 546366 (via switchboard)		
Post vacant	Environmental Services: Environmental Protection Unit	Pest Control (in particular Rats/ Mice)	01702 546366 (via switchboard)		
Post vacant	Environmental Services: Environmental Protection Unit	Climate Change	01702 546366 (via switchboard)		
Barry Saunders	External Services	Waste management, recycling, grounds maintenance, street cleansing and woodlands services.	01702 546366 (via switchboard)	3326	<a href="mailto:barry.saunders@rochford.gov.uk">barry.saunders@rochford.gov.uk</a>
Geoff Dawson	External Services	Grounds maintenance and woodlands provision - ie purchase of trees, plants, bulbs, tools etc.	01702 546366 (via switchboard)	3604	<a href="mailto:geoff.dawson@rochford.gov.uk">geoff.dawson@rochford.gov.uk</a>
Lesley Athey	External Services	Waste management and recycling provision - ie purchase of wheeled bins, recycling promotion, etc	01702 546366 (via switchboard)	3601	<a href="mailto:lesley.athey@rochford.gov.uk">lesley.athey@rochford.gov.uk</a>
Post vacant	External Services	Commercial Regulation & Licensing equipment & services	01702 546366 (via switchboard)		
Valerie Evans	Information & Support Services	Postal,multifunctional machines, stationery, office furniture,external print suppliers, scanners	01702 546366 (via switchboard)	3807	<a href="mailto:valerie.evans@rochford.gov.uk">valerie.evans@rochford.gov.uk</a>
Andrew Mowbray	IT Team	IT Procurement	01702 318042	3202	<a href="mailto:andrew.mowbray@rochford.gov.uk">andrew.mowbray@rochford.gov.uk</a>
Alan Thomas	Legal Services	Asset management (upkeep of buildings etc) and office housekeeping (cleaning, vending machines, utilities etc)	01702 546366 (via switchboard)	3712	<a href="mailto:alan.thomas@rochford.gov.uk">alan.thomas@rochford.gov.uk</a>
Julia Mitchell	Legal Services	Civic Portraits, flags, Civic regalia, sundries for civic and charity events	01702 318144	3367	<a href="mailto:julia.mitchell@rochford.gov.uk">julia.mitchell@rochford.gov.uk</a>

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Richard Tatton-Bennett	Legal Services	Play space equipment, street lighting, car park repairs, fencing, groundworks etc	01702 318116	3616	<a href="mailto:richard.tatton-bennett@rochford.gov.uk">richard.tatton-bennett@rochford.gov.uk</a>
Andrew Lowing	People & Policy Unit	Resources, promotional material and sundries for events and meetings. Enterprise Feasibility Study and business case. Resources for projects including Low Carbon Business, Shop at My Local and Rochford Business Network.	01702 318061	3504	<a href="mailto:andrew.lowing@rochford.gov.uk">andrew.lowing@rochford.gov.uk</a>
Angela Baldock	People & Policy Unit	Departmental equipment and uniforms, two way radio, phone equipment and charges, mobiles equipment and charges, departmental training	01702 318122	3622	<a href="mailto:customerservices@rochford.gov.uk">customerservices@rochford.gov.uk</a>
Cheryl Milton-White	People & Policy Unit	LSP funded posts and projects. Sundries for thematic partnership meetings and events.	01702 318167	3525	<a href="mailto:Cheryl.milton-white@rochford.gov.uk">Cheryl.milton-white@rochford.gov.uk</a>
Health & Safety Officer (post vacant)	People & Policy Unit	Health and Safety Equipment, Clothing, Training and First Aid Supplies	Post vacant	Post vacant	<a href="mailto:health&amp;safety@rochford.gov.uk">health&amp;safety@rochford.gov.uk</a>
Janet Cox / Claudia McClellan	People & Policy Unit	Human Resources areas of responsibility - training, occupational health provision, mediation, counselling, coaching services, HR systems, staff rewards, recruitment advertising, temp agencies	01702 318162	3830	janet.cox@rochford.gov.uk; claudia.mcclellan@rochford.gov.uk
Melanie Yolland	People & Policy Unit	Sundries for Partnership and sub group meetings. Projects/initiatives/events funded through the Rochford District Community Safety Partnership. Partnership funded posts. Community Safety leaflets and poster campaigns. ASB clean ups operations. Mediation.	01702 318104	3223	<a href="mailto:melanie.yolland@rochford.gov.uk">melanie.yolland@rochford.gov.uk</a>

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Peter McKenzie	People & Policy Unit	Out of hours telephone service. Flood defence supplies. Rest centre supplies. Contribution to resilience mutual aid agreements and County wide contracts. Satellite telephone system. Various items during an emergency incident dependant on circumstances. Exercises, training and training aids.	01702 318132	3500	<a href="mailto:emergency.planning@rochford.gov.uk">emergency.planning@rochford.gov.uk</a>
Sharon Schofield	People & Policy Unit	Occupational Health/Counselling/Subscriptions/Staff Advertising/Room bookings/HR-Payroll system costs/Booking trainers & consultants	01702 546366 (via switchboard)	3810	<a href="mailto:sharon.schofield@rochford.gov.uk">sharon.schofield@rochford.gov.uk</a>
Lee Branch	Planning Services	Planning & Building Control: training, equipment tools and materials, advertising, specialist advice, land registry,	01702 546366 (via switchboard)	3423	<a href="mailto:lee.branch@rochford.gov.uk">lee.branch@rochford.gov.uk</a>
Lee Branch	Planning Services	Building Control: Building Regs updates, outsourcing services and training.	01702 546366 (via switchboard)	3423	<a href="mailto:lee.branch@rochford.gov.uk">lee.branch@rochford.gov.uk</a>
Julie Cottis	Revenues & Benefits Service	Council tax, housing benefits and revenues investigation - everything related except for IT i.e. foot stool, mouse etc.	01702 318108	3167	<a href="mailto:julie.cottis@rochford.gov.uk">julie.cottis@rochford.gov.uk</a>