

**Procurement – Responsible Buyers List**

<b><u>Responsible Buyer</u></b>	<b><u>Department</u></b>	<b><u>Procurement Areas of Responsibility</u></b>	<b><u>Phone Number (External)</u></b>	<b><u>Extension</u></b>	<b><u>Email Address</u></b>
Leadership Support Team	Leadership Support Team	Anything specifically requested by the Chief Exec in relation to his role e.g. Subscriptions (magazines and professional bodies), conference bookings, hotels, parking/dining at conferences, one-off purchases not covered by other Officers.	01702 546366 (via switchboard)		<a href="mailto:leadershipsupportteam@rochford.gov.uk">leadershipsupportteam@rochford.gov.uk</a>
Mark Aldous	Community Services	General event supplies including banners and gazebos, sports equipment, arts supplies, first aid kits, uniforms	01702 318121	3621	<a href="mailto:Mark.aldous@rochford.gov.uk">Mark.aldous@rochford.gov.uk</a>
Ami Goulter	I.T	Mobile phones, equipment and chargers, departmental training	01702 546366 (via switchboard)	3257	<a href="mailto:Ami.goulter@rochford.gov.uk">Ami.goulter@rochford.gov.uk</a>
George Sullivan	Elections	Elections and electoral registration equipment and supplies	01702 318136	3803	<a href="mailto:George.sullivan@rochford.gov.uk">George.sullivan@rochford.gov.uk</a>
Andrew Paddon	Environmental Health	Statutory Nuisances/ Prejudicial to Health to include: Noise, Smoke, Odour, Dust, Animal Nuisance, Fumes/Gases, Accumulation/ Deposit and Light	01702 318049	3316	<a href="mailto:Andrew.paddon@rochford.gov.uk">Andrew.paddon@rochford.gov.uk</a>
Andrew Paddon	Environmental Health	Destitute Burials	01702 318049	3316	<a href="mailto:Andrew.paddon@rochford.gov.uk">Andrew.paddon@rochford.gov.uk</a>
Andrew Paddon	Environmental Health	Scheduled Installations	01702 318049	3316	<a href="mailto:Andrew.paddon@rochford.gov.uk">Andrew.paddon@rochford.gov.uk</a>
Andrew Paddon	Environmental Health	Climate Change	01702 318049	3316	<a href="mailto:Andrew.paddon@rochford.gov.uk">Andrew.paddon@rochford.gov.uk</a>
Andrew Paddon	Environmental Health	Contaminated Land	01702 318049	3316	<a href="mailto:Andrew.paddon@rochford.gov.uk">Andrew.paddon@rochford.gov.uk</a>
Andrew Paddon	Environmental Health	Air Quality	01702 318049	3316	<a href="mailto:Andrew.paddon@rochford.gov.uk">Andrew.paddon@rochford.gov.uk</a>
Jan Fowler	Licensing	Licensing equipment & services	01702 546366 (via switchboard)	3318	<a href="mailto:Jan.fowler@rochford.gov.uk">Jan.fowler@rochford.gov.uk</a>
Marcus Hotten	Environmental Services	Waste management, recycling and street cleansing services.	01702 318117	3027	<a href="mailto:Marcus.hotten@rochford.gov.uk">Marcus.hotten@rochford.gov.uk</a>
Adam Aldridge	Open Spaces	Grounds maintenance and woodlands	01702 546366	3313	<a href="mailto:Adam.aldridge@rochford.gov.uk">Adam.aldridge@rochford.gov.uk</a>

		provision - i.e. purchase of trees, plants, bulbs, tools etc. Play space equipment	(via switchboard)		
Lesley Athey	Street Scene	Waste management and recycling provision - i.e. 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>
Marcus Hotten	Environmental Services	Grounds maintenance and woodlands services	01702 318117	3027	<a href="mailto:Marcus.hotten@rochford.gov.uk">Marcus.hotten@rochford.gov.uk</a>
Valerie Grimwade	Support Services	Postal, multifunctional machines, stationery, office furniture, external print suppliers, scanners	01702 546366 (via switchboard)	3807	<a href="mailto:Valerie.grimwade@rochford.gov.uk">Valerie.grimwade@rochford.gov.uk</a>
Ami Goulter	ICT	IT Procurement	01702 318122	3202	<a href="mailto:Ami.goulter@rochford.gov.uk">Ami.goulter@rochford.gov.uk</a>
Matt Harwood -White	Commercial Services	Asset management (upkeep of buildings etc.) and office housekeeping (cleaning, utilities etc.)	01702 318164	3619	<a href="mailto:Matt.harwoodwhite@rochford.gov.uk">Matt.harwoodwhite@rochford.gov.uk</a>
Lauren Morris	Member Services	Civic Portraits, flags, Civic regalia, sundries for civic and charity events.	01702 318128	3903	<a href="mailto:Lauren.morris@rochford.gov.uk">Lauren.morris@rochford.gov.uk</a>
Darren McLoughlin	Commercial Services	Street lighting, car park repairs, fencing, groundwork's, Asset maintenance	01702 318116	3616	<a href="mailto:Darren.mcloughlin@rochford.gov.uk">Darren.mcloughlin@rochford.gov.uk</a>
Cheryl Milton-White & Paula Chapman	Economic Development	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 318060	3039/3040	<a href="mailto:Cheryl.milton-white@rochford.gov.uk">Cheryl.milton-white@rochford.gov.uk</a> <a href="mailto:Paula.chapman@rochford.gov.uk">Paula.chapman@rochford.gov.uk</a>
Kelly Redston	Community & Housing Services	LSP funded posts and projects. Sundries for thematic partnership meetings and events.	01702 318061	3504	<a href="mailto:Kelly.redston@rochford.gov.uk">Kelly.redston@rochford.gov.uk</a>
Robert French	Health and Safety	Health and Safety Equipment, Clothing, Training and First Aid Supplies.	01702 546366	3701	<a href="mailto:Robert.french@rochford.gov.uk">Robert.french@rochford.gov.uk</a>

Nicky Amor	Human Resources	Human Resources areas of responsibility - training, occupational health provision, mediation, counselling, coaching services, HR systems, staff rewards, recruitment advertising, temp agencies Occupational Health/Counselling/Subscriptions/Staff Advertising/Room bookings/HR-Payroll system costs/Booking trainers & consultants	01702 546366	3810	<a href="mailto:Nicky.amor@rochford.gov.uk">Nicky.amor@rochford.gov.uk</a>
Louisa Moss	Community Safety	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 546366 (via switchboard)	3408	<a href="mailto:Louisa.moss@rochford.gov.uk">Louisa.moss@rochford.gov.uk</a>
Jeff Stacey	Emergency Planning	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:Jeff.stacey@rochford.gov.uk">Jeff.stacey@rochford.gov.uk</a>
Planning & Building Control	Planning Services	Planning & Building Control: training, equipment tools and materials, advertising, specialist advice, land registry, Building Regs updates and outsourcing services.	01702 546366 (via switchboard)		<a href="mailto:pbctechnicalsupport@rochford.gov.uk">pbctechnicalsupport@rochford.gov.uk</a>
Pam Shepherd	Revenues and Benefits	Housing Benefits and Council Tax procurement	01702 546366 (via switchboard)	3142	<a href="mailto:Pam.shepherd@rochford.gov.uk">Pam.shepherd@rochford.gov.uk</a>