

Name	Telephone Number	Email Address	Job Title	Key Activities & Responsibilities
Tom Henderson	01506 281805	Tom.henderson@westlothian.gov.uk	Interim Procurement Manager	Procurement strategy and policy related enquiries. Also responsible for gas, electricity, water, telecommunications and light and heavy vehicles contracts.
Meriel Maddison	01506 281807	Meriel.maddison@westlothian.gov.uk	Senior Procurement Officer	Procurement strategy, policy and quality management enquiries with line management responsibility for Procurement Officers and Assistants. Also responsible for school and transport services and automatic public conveniences.
Anita Bainbridge	01506 281800	Anita.bainbridge@westlothian.gov.uk	Procurement Officer	Responsible for contracts such as agency staff services, office stationery, IT hardware & peripherals and computer consumables
Maria Dick	01506 281803	Maria.dick@westlothian.gov.uk	Procurement Officer	Responsible for contracts such as drinking water coolers, translation services, personal protective equipment, petrol diesel and gas oil and coal.
Mark Duignan	01506 281813	Mark.duignan@westlothian.gov.uk	Procurement Officer	Responsible for contracts such as recruitment advertising, classroom materials, cleaning materials, domestic white goods and sports and games equipment.
Steven Menzies	01506 281808	Steven.menzies@westlothian.gov.uk	Procurement Officer	Responsible for contracts such as frozen foods, food and beverages, IT related consultancy and services, grocery and provisions, milk, butcher meat and fruit, vegetables and bakery products
Sadie Trivett	01506 281811	Sadie.trivett@westlothian.gov.uk	Procurement Officer	Responsible for contracts such as industrial gases, paint and kindred materials, timber and fencing materials, postal services and education furniture
Pauline Walker	01506 281812	Pauline.walker@westlothian.gov.uk	Procurement Officer	Responsible for contracts such as electrical materials, wheeled bins, audio visual presentation, vehicle tyres, chainsaw consumables and swimming pool chemicals.
Stephen Berwick	01506 281801	Stephen.berwick@westlothian.gov.uk	Procurement Assistant / eProcurement System Administrator	Procurement administration and support services. eSourcing System Administrator, Freedom of Information Request Information Liaison Officer,
Lynne Cook	01506 281802	Lynne.cook@westlothian.gov.uk	Procurement Assistant	Procurement administration and support services
Rhonda Mighton	01506 281809	Rhonda.mighton@westlothian.gov.uk	Procurement Assistant	Procurement administration and support services
Caroline Murphy	01506 281806	Caroline.murphy@westlothian.gov.uk	Procurement Assistant / eProcurement System Administrator	Procurement administration and support services