Third Party Arrangements SOP

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Responsible Owner:
Head of Estates, Facilities Management and Health & Safety

Summary of Contents
To give guidance to all staff on the arrangements with third parties that supports or delivers the curriculum on behalf of the College.

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1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, you can click here to view the change history.

2.0 Background

This document is to give staff guidance in relation to formal third-party arrangements.

3.0 Scope

This procedure applies to all staff and relates to any formal contractual arrangement with third parties that supports or delivers the curriculum on behalf of the College.

4.0 Procedure

4.1 Rental of Premises

Before the renting/leasing of a property relating to a third party can be considered for use in the delivery of the curriculum, the appropriate manager must:

- Secure CMT approval.
- Advise the Estates Unit of such proposals.
- Establish the identity of the legal owner of the property.
- Take advice from the Estates Unit on an appropriate value of the property. The Estates Unit should seek valuations from Land and Property Services (LPS) to determine appropriate rental values unless it is impracticable to do so or instructed otherwise by a member of CMT.
- Ensure that rental payments are made to the legal owner of the property (or their legal representatives) and not to any intermediary party.
- Ensure from the third party that they are not in receipt of other funding from public bodies.
- Review the rental arrangements on an annual basis.
- Ensure formal lease documents have been reviewed by college solicitors and that such arrangements have been formally executed by both parties.

4.2 Service Level Agreement

Before any agreement or contract is concluded with a third party, a service level agreement, approved by college solicitors, will be created for situations where the curriculum is supported or provided through third parties. There should be a responsible owner for each service level agreement who should be a manager and budget holder.

4.3 Approval of Third-Party Arrangements

Any new third-party agreements should have the approval of the College Management Team.

4.4 Department for the Economy (DfE) Circulars

All appropriate DfE Circulars relating to Third Party Agreements must be adhered to.

4.5 Freedom of Information and Data Protection

The College's Data Protection and Freedom of Information Standard Operating Procedures will apply to Third Party arrangements and should be part of all agreements and service level agreements. Third parties with access to or handling personal data will be required to provide evidence that they are registered with the Information Commissioner’s Office.

5.0 Annual Review

An annual review of third-party arrangements should take place. This should assess:

- financial and reputational risks
- the basis for continuing the relationship in relation to the College's mission, vision and core goals
- compliance by the third party of the service level agreement/contract.

6.0 Communication Plan

This procedure will be made available to all staff via the Learning Engine on the College intranet.

7.0 Review

This procedure will be reviewed annually or sooner to reflect changes in circumstance.

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	July 2023	Transferred to new Accessibility Template.
1.1	December 2023	Reviewed and no changes required. Next Review Date amended.
1.2	December 2024	Approval of third-party arrangements updated. Responsible owner updated to Head of Estates, Facilities and Health & Safety. Cover sheet updated.
1.3	December 2025	Reviewed and no changes required. Next Review Date amended.