

# LTE Group

## Publication Scheme

Produced by



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LTE Group Policy Scheme June 2018

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## **Publication Scheme**

A publication scheme is a requirement of the Freedom of Information Act 2000. The Act promotes greater openness and accountability across the public sector by requiring the college to make information available proactively, through a publication scheme.

LTE Group's publication scheme follows the model Publication Scheme produced for Further Education Colleges by the Information Commission's office.

The publication scheme is a guide to the information we make available to the public as part of our normal business activities. The information covered is included in the following classes:

- Who we are and what we do
- What we spend and how we spend it
- How we make decisions
- Lists and registers

The scheme is not a list of actual publications, because these will change as new material is published or existing material revised. It is however, LTE Group's commitment to make available the information described.

A publication scheme must set out the classes, or categories of information published. It must make clear how the information described can be accessed and whether or not charges will be made.

### Accessing information covered by the publication scheme

To request information available through our publication scheme, please email [dpo@ltegroup.co.uk](mailto:dpo@ltegroup.co.uk) or write to:

Jennifer Foote  
Company Secretary and General Counsel,  
Whitworth House,  
Ashton Old Road,  
Openshaw,  
Manchester,  
M11 2WH

Where possible we intend to progressively publish all documents covered by the scheme in electronic format via our website although at present most documents are available in hard copy only.

### What about information not covered by the publication scheme?

From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority, which it has not already made available through its publication scheme

Requests should be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

### Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the email or postal address above.

If we are unable to resolve any complaint, you have the right to complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner  
Wycliffe House  
Water Lane  
Wimslow  
Cheshire SK9 5AF

### Who we are and what we do

This section covers information relating to the way LTE group is governed and how decisions are made.

#### **Legal Framework**

**LTE Group is a statutory corporation established under the Further and Higher Education Act 1992.**

- Instrument and Articles of Government
- Further and Higher Education Act 1992

[Legislation.gov.uk](http://legislation.gov.uk)

#### **How the Institution is Organised**

- LTE Group is governed by the LTE group Board - [Governor membership list](#)
- The leadership of LTE Group is made up of the Executive - [Leadership page](#)

## **What we spend and how we spend it**

This section covers financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **Funding/Income**

[This is set out in the Financial Statements](#)

The following financial information can be requested by submission of a written request:

- Expenditure - This is set out in the Annual budget and three year financial forecast
- Financial audit reports – This is set out in the PFA Audit reports
- Capital programme - **Capital expenditure budget** (submission of a written request)
- Financial Procedures - **Financial Regulations (including procurement and tender procedures.)** Please also click the following link for the [Anti-Bribery Policy](#)
  
- Staff Pay and grading structure
- Travel and subsistence
- Register of Suppliers
- Contracts

## **How we make decisions**

This section covers current written protocols and procedures for delivering our functions and responsibilities.

### **Governing Board**

[Minutes of the LTE Group Board and Committees](#)

[Policies and Procedures](#)

### **Equality and Diversity**

[Equality & Diversity Annual Report](#)

### **Health & Safety**

[Health and Safety Policy](#)

### **Safeguarding**

[Safeguarding Scheme](#)

### **Governance Framework Documents**

[Framework Documents](#)

## **Complaints policy and procedure**

[Complaints, comments and compliments policy and procedures](#)

## **Data protection**

[Data Protection Policy](#)

The following policies can be requested by submission of a written request:

- Policies relating to academic services
- Policies relating to student services
- HR policies

## **Lists and registers**

This section covers information on lists and registers.

The following information can be requested upon written request:

- Register of interests:
  - Governors*
  - Senior post holders*
- Estates Register
- Disclosure Logs
- Register of gifts and hospitality received by staff and governors

## **Freedom of Information**

[Freedom of Information Policy](#)

[Public Interest Disclosure Policy](#)

## **Gifts and Hospitality**

[Gifts and Hospitality Procedure of the Anti-Bribery Policy](#)