

Publication Scheme

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Version history

Version	Date	Revisions
1.0	June 2018	
2.0	June 2025	Fully reviewed to update all embedded links in line with current website information Previous separate 'Information Guide' combined into this document

About This Publication Scheme

LTE Group's publication scheme follows the model Publication Scheme produced by the Information Commissioner's Office (ICO).

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 charges will be made. and 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:

1. **Who we are and what we do**
2. **What we spend and how we spend it**
3. **What our priorities are and how we are doing**
4. **How we make decisions**
5. **Our policies and procedures**
6. **Lists and registers**
7. **The services we offer**

1. Who we are and what we do

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

How the Institution is Organised

Details of LTE Group board of governors and the Executive team can be found here: [Our Leadership Team](#)

More information on the structure of our Group and our strategy can be found here: [LTE Group.co.uk/a-force-for-good](https://www.ltegroup.co.uk/a-force-for-good)

[LTE Group - Our Strategy](#)

Information on the organisations we work with can be found here: <https://www.ltegroup.co.uk/our-partners/>

Our **Head Office Locations and Contacts** can be found here:

[Contact Us](#)

Student Activities

Information can be found here:

[Student life at The Manchester College](#)

[Student Life at UCEN Manchester](#)

[Novus Adults Provision](#)

[Novus Youth Estate Provision](#)

[Total People Apprenticeships](#)

[MOL Courses](#)

2. 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

Financial Information related to projected and actual income and expenditure, procurement, contracts and financial audit can be found in our annual Financial Statements here: [Annual publications](#)

Information relating to our procurement processes can be found here: [Procurement](#)

Contracts available for public tender can be found on the e-procurement tendering platform Proactis. There is no charge for registering an account on the Proactis portal environment, however, to take part in any of LTE Group purchasing activities going forward, suppliers must have an account registered on the portal.

The results of successful formal OJEU Tenders are published on Proactis which is linked to the EU Tender Portal. We also publish on the Governments Contract Finder portal:

[Proactis Supplier registration](#)

[Contracts Finder - GOV.UK](#)

Please note that during 2025, due to Procurement Act 2023 changes, the Central Digital Platform will supersede the 'Find a Tender' and 'Contracts Finder' portals. Interested parties will need to register; information can be found at:

[Information and guidance for suppliers - GOV.UK](#)

[Suppliers: How to register your organisation and first administrator on Find a Tender in three easy steps \(HTML\) - GOV.UK](#)

Information about the following:

- Our suppliers
- Requests relating to staff/governor pay and/or expenses
- Capital expenditure budget

Can be requested via email at: foi@ltegroup.co.uk or in writing to:

Freedom of Information
LTE Group Data Protection Office
Whitworth House
Ashton Old Road
Manchester
M11 2WH

3. What our priorities are and how we are doing

Current updates / information about our strategies and plans can be found at:

[LTE Group News & Events](#)

[The Manchester College Annual Reports](#)

LTE Group strategic report, performance indicator and audit information can be found in our annual financial statements here:

[Annual publications](#)

Information relating to inspections, reviews and awards can be found here:

[LTE Group News & Events](#)
[News & Views from The Manchester College](#)
[News and Views UCEN Manchester](#)
[Novus Read The Latest News](#)
[Total People News, Blog and Case Studies](#)
[Find out the Latest News, Insights and Blogs from MOL](#)
[Latest News & Industry Updates | Novus Cambria](#)

4. How we make decisions

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

Governing Board: [Board meeting minutes](#)

Equality and Diversity: [EDI Report 24-25](#)

Safeguarding: [Safeguarding Strategic Framework](#)

Governance Framework Documents: [Framework Documents](#)

Complaints policy and procedure

[TMC UCEN Manchester Compliments and Complaints Policy](#)
[MOL complaints](#)
[Total People Complaints Policy and Process](#)

For Novus, the custodial operator complaints processes are followed.

5. Our policies and procedures

The primary statutory and functional policies we follow can be found here:

[Our group's policies](#)

[TMC Policies & Student Policies](#)

[UCEN Manchester Policies](#)

[Total People Policies, Reports and Documents](#)

The following policies can be requested by submission of a written request to the contact addresses shown above:

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

6. Lists and registers

The following information can be requested upon written request to the contact addresses shown above:

- Register of interests: Governors, Executive and Senior Leadership Group (SLG)
- Register of Gifts and Hospitality; staff and governors

7. The services we offer

Information can be found here:

[Student life at The Manchester College](#)

[Student Life at UCEN Manchester](#)

[Novus Adults Provision](#)

[Novus Youth Estate Provision](#)

[Total People Apprenticeships](#)

[MOL Courses](#)

What about information not covered by the publication scheme?

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. You can do so via email at foi@ltegroup.co.uk or in writing to:

Freedom of Information
LTE Group Data Protection Office
Whitworth House
Ashton Old Road

Manchester
M11 2WH

Public authorities typically have 20 working days to respond and the majority of requests are handled free-of-charge. We have a duty to inform the requestor if:

- We have a legitimate, permitted reason to extend our response time
- We do not hold the information requested
- An exemption in the Act means that the information is not subject to release
- We would need to charge an appropriate fee, in line with [Charging a fee and cost limits | ICO](#)

We will always provide further details and an explanation to the requestor if any of these scenarios apply, and we may also have to justify this to the Information Commissioner (ICO) - the independent body who oversees the Freedom of Information Act.

If we are unable to resolve any complaint following the conclusion of a request, you have the right to complain to the Information Commissioner:

Information Commissioner (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further information about making a request can be found here:

[How to access information from a public authority | ICO](#)

[How to make a freedom of information \(FOI\) request: Organisations you can ask for information - GOV.UK](#)

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 FOI email or postal address above.