



Berkshire Healthcare
NHS Foundation Trust

Freedom of Information Act 2000 Publication Scheme

September 2021

Berkshire Healthcare NHS Foundation Trust Headquarters

Berkshire Healthcare NHS Foundation Trust

Fitzwilliam House

Skimped Hill Lane

Bracknell

Berks

RG12 1BQ

Call 0300 365 6565

All Trust staff identified in this document may be contacted via the Trust switchboard, unless otherwise stated.

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Part One - Introduction

The purpose of the Publication Scheme

This Publication Scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
 - To specify the information which is held by the authority and falls within the classifications below
 - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
 - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and access by members of the public
 - To review and update on a regular basis the information the authority makes available under this scheme
 - To produce a schedule of any fees charged for access to information which is made proactively available
 - To make this publication scheme available to the public
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Information Management

Corporate and Organisational Information will be retained in line with Berkshire Healthcare NHS Foundation Trust's retention and disposal schedules, which comply with circular "The Records Management: NHS Code of Practice".

Patient Information (not released through FOI) - we have appointed someone who is called a Caldicott Guardian, and who has responsibility to ensure the protection of patient confidentiality throughout the Trust in accordance with your legal rights.

The Trust's Caldicott Guardian is:

Medical Director

Berkshire Healthcare NHS Foundation Trust

3rd Floor

Fitzwilliam House

Skimped Hill Lane

Bracknell

Berks

RG12 1BQ

Call 0300 365 6565

If you have a complaint about the operation of the Publication Scheme, or how Berkshire Healthcare NHS Foundation Trust has dealt with your request for information, please write to:

Complaints Manager

Berkshire Healthcare NHS Foundation Trust

2nd Floor

Fitzwilliam House

Skimped Hill Lane

Bracknell

Berks

RG12 1BQ

Call 0300 365 6565

Email: BHCT.complaints@berkshire.nhs.uk

Nationally, there is also:

- Health Service Ombudsman
 - Commission for Patient and Public Involvement in Health
 - Independent Complaints Advisory Service
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Rights of Access to Information

The Freedom of Information Act recognises that as a member of the public, you have the right to know how public service such as the NHS are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standards of services that are expected and the results achieved.

From 1st January 2005 the Act placed an obligation on the Trust to respond to requests about the information which it holds and is recorded in any form and provide a right of access to that information. The rights to request and access this information are subject to some exemptions which the Trust has to take into consideration before deciding what information can be released.

The Environmental Information Regulations 2004 also came into force on the 1st January 2005 and enables similar access to environmental information, as under the Freedom of Information Act 2000.

Unless otherwise indicated, all documents referred to in this scheme are available from the FOI Officer. If you do not have access to the internet, or for documents that are not available on the internet, please contact:

FOI Officer

Berkshire Healthcare NHS Foundation Trust

2nd Floor

Fitzwilliam House

Skimped Hill Lane

Bracknell

RG12 1BQ

Call 0300 365 6565

Email: foi.bht@berkshire.nhs.uk

Part two - Information

Who We Are and What We Do

Berkshire Healthcare NHS Foundation Trust provides specialist Mental Health and Community Health services to a population of around 900,000 within Berkshire.

We operate from more than 100 sites across the county including our community hospitals and Prospect Park Hospital, clinics and GP Practices. We also provide health care and therapy to people in their own homes. Details of our main locations can be found on our website.

The vast majority of the people we care for are supported in their own homes. Across five locations we have over 140 mental health inpatient beds and over 160 community hospital beds and we employ more than 4,000 staff.

Working in partnership with patients and their families is really important to us as this helps us to provide the best care in the right place. We support people with long-term health problems to manage their own lives as much as we can, so they can stay at home and do not need to be in hospital.

We organise our services around the six areas of Berkshire, to match the local authority boundaries. We call these Localities. Each Locality Director works together with a Clinical Director to make sure that our service management is informed by clinical knowledge and expertise.

We work closely with our Commissioners to develop services that meet the needs of our diverse population – aiming to help people remain independent at home as far as possible. We provide many of our services in partnership with Local Authorities and also work closely with GPs, voluntary sector organisations and others.

As a Foundation Trust we are accountable to our local communities through our members and governors; to our commissioners through our contracts; to the Care Quality Commission through the legal requirement for registration and meeting standards for the care we provide and NHS Improvement through our NHS provider license.

Further information can be found on our Trust's website.

www.berkshirehealthcare.nhs.uk/

Our History

Berkshire Healthcare NHS Foundation Trust in April 2001 brought together, for the first time, services across Berkshire for people with learning disabilities and for those with mental health problems.

It was a major change that involved the dissolution of NHS Trusts that had served smaller geographical areas: West Berkshire Priority Care Service and East Berkshire (Learning Disability). Mental health services were also transferred from three Trusts: East Berkshire Community Health Trust, Heatherwood and Wexham Park Hospitals Trust and West Berkshire Priority Care Service. The main aim was to raise standards and bring greater consistency in services across Berkshire.

The Trust supports a population of just under 1 million people. It works closely with local authorities, often in joint teams to make sure service users get easy access to the range of care they may need.

In May 2007, we gained authorisation to become a Foundation Trust. To find out more about what Foundation Trust Status means, you can access our website on the link below. Select "About Us" from the menu.

In April 2010, the Trust integrated with Berkshire East and West Community Services.

Our Regulators

Our services, financial accounts and performance are regulated by two external, independent bodies.

The Care Quality Commission (CQC)

The Care Quality Commission is a national public body that makes sure all care services in England, such as hospitals, care homes, dental and GP surgeries, provide you with safe, effective, compassionate and high-quality care. CQC carry out inspections of our localities and works with us to help us continually improve.

For more information about how we work with CQC, you can visit their website:

- www.cqc.org.uk
- CQC Contact Us page
- Call 03000 616161

NHS Improvement (Independent Regulator)

NHS Improvement assess all foundation trusts to make sure they are well led in terms of quality and finances. All foundation trusts require a license to operate. They work closely with CQC to assess the quality of care we provide.

For more information about how we work with NHS Improvement, you can visit their website

www.england.nhs.uk/licensing-and-oversight-of-independent-providers/

Organisational Structure

Information	Main Source
Organisational Structure Charts	FOI Officer Foi.bht@berkshire.nhs.uk
Board Members and Council of Governors	Berkshire Healthcare NHS Foundation Trust website www.berkshirehealthcare.nhs.uk/about-us/our-leadership-team/
Freedom of Information (FOI) Officer	FOI Officer Foi.bht@berkshire.nhs.uk
Caldicott Guardian	Medical Director Call 0300 365 6565
Publication Scheme Co-ordinator	FOI Officer Foi.bht@berkshire.nhs.uk
Policy Administrator	FOI Officer Foi.bht@berkshire.nhs.uk

Corporate Governance

Information	Main Source
Register of Interests Codes of Conduct for Chair, Board Members, Chief Executive and other Senior Officers	FOI Officer Foi.bht@berkshire.nhs.uk
Trust Constitution Standing Financial Instructions Reservation and Delegation of Powers to the Board	FOI Officer Foi.bht@berkshire.nhs.uk

Main Partnerships

Information	Main Source
<p>Localities</p> <p>There is one Locality Manager for each of the six localities within Berkshire. The Locality Manager is a joint appointment between the Clinical Commissioning Groups (CCG's), Unitary Authorities and Berkshire Healthcare NHS Foundation Trust in the West of the county and joint appointments between the Unitary Authority and the Berkshire Healthcare NHS Foundation Trust in the East.</p> <p>The Locality Managers are accountable and managerially responsible for the effectiveness and appropriateness of all mental health and community health services within their remit.</p>	<p>www.berkshirehealthcare.nhs.uk</p>

What We Spend and How We Spend It

The Trust's Annual Plan and Accounts are published on our website

www.berkshirehealthcare.nhs.uk/about-us

Information	Main Source
<p>Annual Report and Accounts</p>	<p>www.berkshirehealthcare.nhs.uk/about-us/key-documents/</p>
<p>Annual Plan</p>	<p>www.berkshirehealthcare.nhs.uk/about-us/</p>
<p>Procurement/Tenders</p> <p>Berkshire Healthcare NHS Foundation Trust follows the guidance established by the NHS Purchasing and Supply Agency (PASA). The PASA guidance sets out the standard terms and conditions that NHS organisations should follow in regard to purchasing equipment and supplies.</p> <p>For information on current tenders, see the Trust website.</p>	<p>Head of Procurement Berkshire Healthcare NHS Foundation Trust 4th Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Call 0300 365 6565</p>

What Our Priorities Are and How We Are Doing

The Trust's vision, aims and goals can be found on our website

www.berkshirehealthcare.nhs.uk/about-us

Information	Main Source
<p>Governance</p> <p>The Trust has in place a Lead for Governance to play a key role in enabling the Trust to meet its obligations to provide safe, effective and high-quality health and social care services.</p>	<p>Deputy CEO Berkshire Healthcare NHS Foundation Trust 3rd Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Call 0300 365 6565</p>
<p>Patient Safety</p>	<p>Director of Nursing and Therapies Berkshire Healthcare NHS Foundation Trust 3rd Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Call 0300 365 6565</p>
<p>Risk Management</p>	<p>FOI Officer Foi.bht@berkshire.nhs.uk</p>
<p>Reports of inspections and findings</p>	<p>Care Quality Commission (CQC) www.cqc.org.uk/provider/RWX</p>

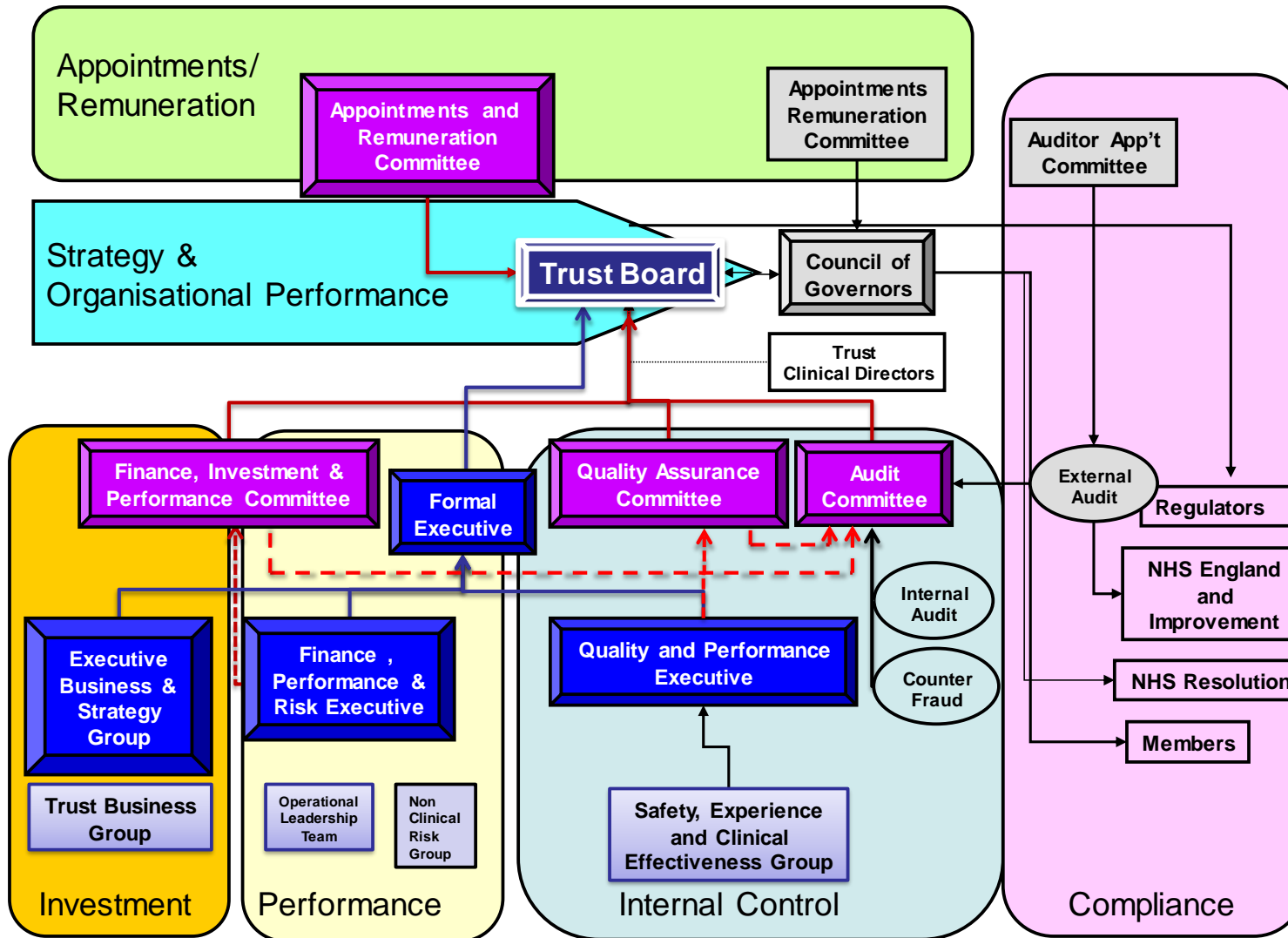


How We Make Decisions

The Trust Committees

The Board delegates some of its functions and responsibilities to sub-committees: Please see below the Committees and Groups that feed into the Trust Board.

All of these committees are either chaired by a Non-Executive Director, (lay person) or an Executive Director, who report to the Board on a regular basis.



Our Policies and Procedures

The Policy Scrutiny Group oversees the development and review of Trust Policies for final ratification. The ratified policies are then submitted to the Safety, Experience & Clinical Effectiveness Group for endorsement and publication onto the website.

Information	Main Source
<p>Policy categories</p> <ul style="list-style-type: none">• Health & Safety• Organisation• Human Resources• Clinical Care and Risk• Infection Control	<p>FOI Officer foi.bht@berkshire.nhs.uk</p>

Lists and Registers

Information	Main Source
Risk Registers	<p>Chief Financial Officer 3rd Floor Fitzwilliam House, Skimped Hill Lane Bracknell RG12 1BQ Call 0300 365 6565</p>
Complaints and Compliments	<p>Complaints Manager 2nd Floor Fitzwilliam House, Skimped Hill Lane Bracknell RG12 1BQ Call 0300 365 6565</p>
Contractors/Suppliers	<p>Head of Procurement Berkshire Healthcare NHS Foundation Trust 4th Floor Fitzwilliam House, Skimped Hill Lane Bracknell RG12 1BQ Call 0300 365 6565</p>
Assets Registers and Information Asset Register	<p>Finance Department Call 0300 365 6565</p>
Register of Gifts and Hospitality provided to Board Members and Senior Personnel	<p>Company Secretary/Head of Finance Call 0300 365 6565</p>
Disclosure Log	<p>FOI Officer foi.bht@berkshire.nhs.uk</p>

The Services We Offer

Information on the services the Trust offers is available on our website

www.berkshirehealthcare.nhs.uk/our-services/

Public Involvement

Involving patients and the public in healthcare:

Information	Main Source
Board Papers	Published on our website: www.berkshirehealthcare.nhs.uk/about-us/key-documents/
PALS Patient Advice & Liaison Service	PALS Officer Prospect Park Hospital Honey End Lane Tilehurst, Reading RG30 4EJ Call 0118 905 027 or visit our website: www.berkshirehealthcare.nhs.uk/contact-us/our-patient-advice-and-liaison-service/
Carers	For further information visit our website www.berkshirehealthcare.nhs.uk/our-services/other-services/carers-information/

Mental Health Act

Information	Main Source
Consent to Treatment	FOI Officer foi.bht@berkshire.nhs.uk
Interagency Joint Working Protocol for the Management of Mental Health – Thames Valley Area	FOI Officer foi.bht@berkshire.nhs.uk

Complaints

Information	Main Source
The complaints procedure	Information is available on our website: www.berkshirehealthcare.nhs.uk/contact-us/our-patient-advice-and-liaison-service/make-a-complaint/

Human Resources

Information	Main Source
Human Resources Contact Name and Address	Director of People Berkshire Healthcare NHS Foundation Trust 3 rd Floor Fitzwilliam House Skimped Hill Lane Bracknell Berks RG12 1BQ Call 0300 365 6565
Equal Opportunities Pay and Pensions & NHS Pensions Agency	www.nhsbsa.nhs.uk/nhs-pensions

Learning & Development

Information	Main Source
<p>Head of Training and Organisational Development & Head of Clinical Education</p>	<p>Berkshire Healthcare NHS Foundation Trust 3rd Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Call 0300 365 6565</p> <p>Information available on our website: www.berkshirehealthcare.nhs.uk/work-for-us/work-for-us/learning-and-career-development/</p>

Health & Safety

Information	Main Source
<p>Health and Safety</p>	<p>FOI Officer foi.bht@berkshire.nhs.uk</p>

Communication with the Press and Media Releases

Information	Main Source
Trust Marketing & Communications	Berkshire Healthcare NHS Foundation Trust 4 th Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Details of who and how to contact the Marketing & Communications Team are available on our website www.berkshirehealthcare.nhs.uk/contact-us/get-in-touch/media-enquiries/

Environment Information

Information	Main Source
Estates Management Information about land holdings, buildings and basic services, including maintenance and energy management.	Director of Estates and Facilities 3 rd Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Call 0300 365 6565

Part Three – Other Information And Useful Contacts

Information	Main Source
Other information and useful contacts.	Our website www.berkshirehealthcare.nhs.uk/
