

**Freedom of Information Act 2000**

**Berkshire Healthcare NHS Foundation Trust**

**Publication Scheme**

**March 2018**

Berkshire Healthcare NHS Foundation Trust Headquarters:

Berkshire Healthcare NHS Foundation Trust  
Fitzwilliam House  
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Fax: 01344 415666

All Trust staff identified in this document may be contacted through the Trust switchboard or fax, 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

## **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  
3<sup>rd</sup> Floor  
Fitzwilliam House  
Skimped Hill Lane  
Bracknell  
Berks  
RG12 1BQ

Tel: Switchboard 01344 415600

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  
2<sup>nd</sup> Floor  
Fitzwilliam House  
Skimped Hill Lane  
Bracknell  
Berks  
RG12 1BQ

Tel. 01344 415600

Email: [BHCT.complaints@berkshire.nhs.uk](mailto:BHCT.complaints@berkshire.nhs.uk)

Nationally, there is the:

- [Health Service Ombudsman](#),
- [Commission for Patient and Public Involvement in Health](#)
- [Independent Complaints Advisory Service](#)

## **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 January 1<sup>st</sup> 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 1<sup>st</sup> 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  
2<sup>nd</sup> Floor  
Fitzwilliam House  
Skimped Hill Lane  
Bracknell  
RG12 1BQ

Tel. 01344 415600  
[Email: foi.bht@berkshire.nhs.uk](mailto:foi.bht@berkshire.nhs.uk)

## **Part 2 - 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 177 mental health inpatient beds and 162 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](#).

### **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 serves a population of just under 1 million 900,000 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](http://www.cqc.org.uk)
- [CQC contact us](#)
- call 03000 616161

### **NHS Improvement (Independent Regulator)**

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

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

- [NHS Improvement](#)
- Email: [enquiries@improvement.nhs.uk](mailto:enquiries@improvement.nhs.uk)
- call 0300 123 2257

## Organisational Structure

Information	Main source
Organisational Structure Charts	FOI Officer <a href="mailto:Foi.bht@berkshire.nhs.uk">Foi.bht@berkshire.nhs.uk</a>
Board Members and Council of Governors	Berkshire Healthcare NHS Foundation Trust website  <a href="https://www.berkshirehealthcare.nhs.uk/about-us/our-leadership-team/">https://www.berkshirehealthcare.nhs.uk/about-us/our-leadership-team/</a>
Freedom of Information Officer	FOI Officer <a href="mailto:Foi.bht@berkshire.nhs.uk">Foi.bht@berkshire.nhs.uk</a>
Caldicott Guardian	Medical Director Tel: Switchboard 01344 415600
Publication Scheme Co-ordinator	FOI Officer <a href="mailto:Foi.bht@berkshire.nhs.uk">Foi.bht@berkshire.nhs.uk</a>
Policy Administrator	FOI Officer <a href="mailto:Foi.bht@berkshire.nhs.uk">Foi.bht@berkshire.nhs.uk</a>

## Corporate Governance

Information	Main source
Register of Interests  Codes of Conduct for Chair, Board Members, Chief Executive and other Senior Officers	FOI Officer  <a href="mailto:Foi.bht@berkshire.nhs.uk">Foi.bht@berkshire.nhs.uk</a>
Trust Constitution Standing Financial Instructions Reservation and Delegation of Powers to the Board	FOI Officer  <a href="mailto:Foi.bht@berkshire.nhs.uk">Foi.bht@berkshire.nhs.uk</a>



## Main Partnerships

Information	Main source
<p><b>Localities</b> 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. 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><a href="http://www.berkshirehealthcare.nhs.uk">http://www.berkshirehealthcare.nhs.uk</a></p>

## What We Spend and How We Spend It

Our Trust's Annual Plan and Accounts are [published on our website under "About Us"](#).

Information	Main source
<b>Annual Report and Accounts</b>	<a href="https://www.berkshirehealthcare.nhs.uk/about-us/">https://www.berkshirehealthcare.nhs.uk/about-us/</a>
<b>Annual Plan</b>	<a href="https://www.berkshirehealthcare.nhs.uk/about-us/">https://www.berkshirehealthcare.nhs.uk/about-us/</a>
<b>Procurement/Tenders</b>  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.  For information on current tenders, see the Trust website.	Head of Procurement Berkshire Healthcare NHS Foundation Trust 4 <sup>th</sup> Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Tel: 01344 415600

## What Our Priorities Are and How We Are Doing

Our Trust's vision, aims and goals can be found on [our website under "About Us"](#).

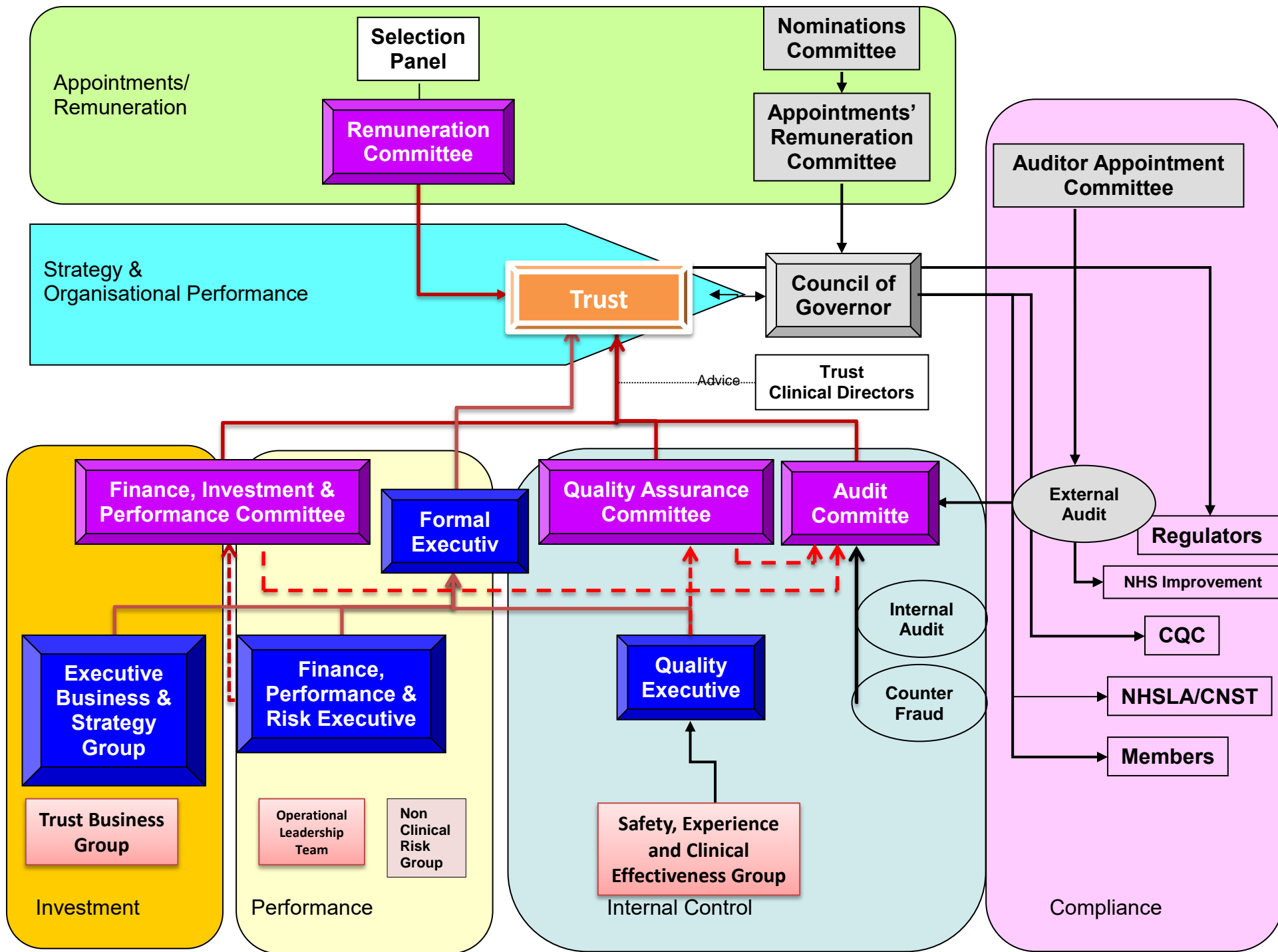
Information	Main source
<b>Governance</b>  The Trust has in place a Lead for Governance to play a key role in enabling the Trust to meet its obligations to provide safe, effective and high quality health and social care services.	Director of Nursing & Governance Tel: Switchboard 01344 415600
<b>Patient Safety</b>	National Patient Safety Agency <a href="http://www.npsa.nhs.uk">www.npsa.nhs.uk</a>
<b>Risk Management</b>	FOI Officer <a href="mailto:Foi.bht@berkshire.nhs.uk">Foi.bht@berkshire.nhs.uk</a>
<b>Reports of inspections and findings</b>	Care Quality Commission (CQC) <a href="http://www.cqc.org.uk/provider/RWX">http://www.cqc.org.uk/provider/RWX</a>

## **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"><li>• Health &amp; Safety</li><li>• Organisation</li><li>• Human Resources</li><li>• Clinical Care and Risk</li><li>• Infection Control</li></ul> <p>If you wish to request a copy of a Trust Policy, please contact the Governance Administration Manager.</p>	<p>FOI Officer <a href="mailto:foi.bht@berkshire.nhs.uk">foi.bht@berkshire.nhs.uk</a></p>

## Lists and Registers

Information	Main source
<b>Risk Registers</b>	Chief Financial Officer 3 <sup>rd</sup> Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Tel: Switchboard 01344 415600
<b>Complaints and Compliments</b>	Complaints Manager 2 <sup>nd</sup> Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Tel: Switchboard 01344 415600
<b>Contractors/Suppliers</b>	Head of Procurement Berkshire Healthcare NHS Foundation Trust 4 <sup>th</sup> Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Tel: 01344 415600
<b>Assets Registers and Information Asset Register</b>	Finance Department Tel: Switchboard 01344 415600
<b>Register of Gifts and Hospitality provided to Board Members and Senior Personnel</b>	Company Secretary/Head of Finance Tel: Switchboard 01344 415600
<b>Disclosure Log</b>	FOI Officer <a href="mailto:foi.bht@berkshire.nhs.uk">foi.bht@berkshire.nhs.uk</a>

## The Services We Offer

Information on the services the Trust offers is available on [our website under “Our Services”](#):

## Public Involvement

Involving patients and the public in healthcare:

Information	Main source
<b>Board Papers</b>	Published on the Trust's website:  <a href="https://www.berkshirehealthcare.nhs.uk/about-us/#keydocs">https://www.berkshirehealthcare.nhs.uk/about-us/#keydocs</a>
<b>PALS</b> Patient Advice & Liaison Service	Contact: PALS Officer Prospect Park Hospital Honey End Lane Tilehurst, Reading RG30 4EJ Tel: 0118 905 027  or access the Trust website:  <a href="https://www.berkshirehealthcare.nhs.uk/contact-us/our-patient-advice-and-liaison-service/">https://www.berkshirehealthcare.nhs.uk/contact-us/our-patient-advice-and-liaison-service/</a>
<b>Carers</b>	For further information access via the Trust website  <a href="https://www.berkshirehealthcare.nhs.uk/our-services/other-services/carers-information/">https://www.berkshirehealthcare.nhs.uk/our-services/other-services/carers-information/</a>



## Mental Health Act

Information	Main source
Consent to Treatment	FOI Officer <a href="mailto:foi.bht@berkshire.nhs.uk">foi.bht@berkshire.nhs.uk</a>
Interagency Joint Working Protocol for the Management of Mental Health – Thames Valley Area	FOI Officer <a href="mailto:foi.bht@berkshire.nhs.uk">foi.bht@berkshire.nhs.uk</a>

## Complaints

Information	Main source
The complaints procedure	Information is available on the Trust website: <a href="https://www.berkshirehealthcare.nhs.uk/contact-us/our-patient-advice-and-liaison-service/make-a-complaint/">https://www.berkshirehealthcare.nhs.uk/contact-us/our-patient-advice-and-liaison-service/make-a-complaint/</a>

## Human Resources

Information	Main source
Human Resources Contact Name and Address	Director of Human Resources Berkshire Healthcare NHS Foundation Trust 2 <sup>nd</sup> & 3 <sup>rd</sup> Floors Fitzwilliam House Skimped Hill Lane Bracknell Berks RG12 1BQ  Tel: Switchboard 01344 415600
Equal Opportunities Pay and Pensions & NHS Pensions Agency	<a href="https://www.nhsbsa.nhs.uk/nhs-pension">https://www.nhsbsa.nhs.uk/nhs-pension</a>

## Learning & Development

Information	Main source
<b>Head of Training and Organisational Development &amp; Head of Clinical Education</b>	<p>Berkshire Healthcare NHS Foundation Trust 3<sup>rd</sup> Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ Tel: 01344 415600</p> <p>Information available via the Trust website</p> <p><a href="https://www.berkshirehealthcare.nhs.uk/work-for-us/work-for-us/learning-and-career-development/">https://www.berkshirehealthcare.nhs.uk/work-for-us/work-for-us/learning-and-career-development/</a></p>

## Health & Safety

Information	Main Source
<b>Health and Safety</b>	<p>FOI Officer <a href="mailto:foi.bht@berkshire.nhs.uk">foi.bht@berkshire.nhs.uk</a></p>

## Communication with the Press and Media Releases

Information	Main Source
<b>Trust Marketing &amp; Communications</b>	<p>Berkshire Healthcare NHS Foundation Trust 4<sup>th</sup> Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ</p> <p>Details of who and how to contact the Marketing &amp; Communications Team are available at: <a href="https://www.berkshirehealthcare.nhs.uk/contact-us/get-in-touch/media-enquiries/">https://www.berkshirehealthcare.nhs.uk/contact-us/get-in-touch/media-enquiries/</a></p>

## Environment Information

Information	Main source
<b>Estates Management</b> Information about land holdings, buildings and basic services, including maintenance and energy management.	Director, Estates & Facilities Management 3 <sup>rd</sup> Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ  Tel: Switchboard 01344 415600

### Part Three – Other Information and Useful Contacts

Information	Main source
Other information and useful contacts.	Trust Website <a href="https://www.berkshirehealthcare.nhs.uk/">https://www.berkshirehealthcare.nhs.uk/</a>