



Berkshire Healthcare
NHS Foundation Trust

Freedom of Information Publication Scheme April 2026

Berkshire Healthcare NHS Foundation Trust Headquarters:
London House
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Bracknell
Berkshire
RG12 2UT

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Who we are and what we do

How we fit into the NHS structure

We provide specialist Mental Health and Community Health services to people living in Berkshire.

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

berkshirehealthcare.nhs.uk/locations

The vast majority of the people we care for are supported in their own homes. Across five hospitals we have both mental health inpatient beds and community hospital beds and we employ more than 5,000 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 clinical services into three Operational categories:

- Adult Mental Health
- Adult Community Physical Health
- Children, Families and All Age Pathways

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 (Councils) 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 (CQC) through the legal requirement for registration and meeting standards for the care we provide and NHS Improvement through our NHS provider license.

Organisational structure

Information	Main Source
Information regarding organisational structures can be provided upon request.	FOI Officer Foi.bht@berkshire.nhs.uk

Gender pay gap reporting

Information	Main Source
We publish annual reports on the gender pay gap, you can find these on our website.	berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures

Workforce diversity

Information	Main Source
We publish annual reports on our website on the following topics: <ul style="list-style-type: none"> • Ethnicity Pay Gap Report • Disability Pay Gap Report • Workforce Disability Equality Standards (WDES) • Workforce Race Equality Standards (WRES) along with other 	berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures

Lists of and information relating to key organisations in which you work in partnership

Information	Main Source
<p>Local NHS Trusts</p> <p>We work in partnership with Berkshire's two acute hospital trusts:</p> <ul style="list-style-type: none"> • Royal Berkshire Hospital NHS Foundation Trust • Frimley Health NHS Foundation Trust. 	berkshirehealthcare.nhs.uk/about-us
<p>Integrated Care Systems</p> <p>Integrated care systems (ICSs) bring together organisations (such as the NHS, local authorities, voluntary organisations, social enterprise sector and residents) to deliver joined up health and wellbeing services.</p> <p>Within an ICS, there are Integrated care partnerships (ICPs) linking these partners across each local area, and Integrated Care Boards (ICBs) who amongst other things manage the NHS budget for health services.</p> <p>Our local ICB is NHS Thames Valley ICB, which was formed on 1 April 2026.</p>	thamesvalley.icb.nhs.uk/

Senior executives and management board or governing body members

Information	Main Source
Executive Directors	berkshirehealthcare.nhs.uk/about-us/our-executive-directors
Non-Executive Directors	berkshirehealthcare.nhs.uk/about-us/our-executive-directors
Governors	berkshirehealthcare.nhs.uk/about-us/meet-our-governors
Register of Interests Codes of Conduct for Chair, Board Members, Chief Executive and other Senior Officers	berkshirehealthcare.nhs.uk/about-us/our-executive-directors
Trust Constitution Standing Financial Instructions, Reservation and Delegation of Powers to the Board	berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures

Location and contact details for all public-facing departments

You can see a list of all of the services we provide, along with their contact details on our website

berkshirehealthcare.nhs.uk/conditions-and-services

What we spend and how we spend it

Financial statements, budgets and variance reports

Information	Main Source
<p>Spend over £25,000 To be transparent about how we spend our money, we publish monthly reports on our spend over £25,000 in line with government guidance.</p>	<p>berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures</p>

Financial audit reports, Capital programme, Staff and board members' allowances and expenses

Information	Main Source
<p>Annual Report and Accounts This information is published in our Annual Report and Accounts documents for each financial year.</p>	<p>berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures</p>
<p>Historical Annual Report and Accounts We have published the Annual Report and Accounts from the previous financial year, dating back to 2018-19. If you require older Annual Report and Accounts, you can contact our FOI team.</p>	<p>FOI Officer Foi.bht@berkshire.nhs.uk</p>
<p>Auditors Annual Report Auditor's Annual Report including the commentary on the Value for Money (VFM) arrangements for Berkshire Healthcare NHS Foundation Trust. This report and commentary explains the work that the auditor has undertaken during the year and highlights any significant weaknesses identified along with recommendations for improvement. The commentary covers their findings for audit year 2024/25.</p>	<p>ey-auditors-full-annual-report-2024-2025.pdf</p>

Staff pay and grading structures, Funding (including endowment funds and charitable donations) and Trade Union facility time

Information	Main Source
<p>Annual Report and Accounts This information is published in our Annual Report and Accounts documents for each financial year.</p>	<p>berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures</p>
<p>Historical Annual Report and Accounts We have published the Annual Report and Accounts from the previous financial year, dating back to 2018-19. If you require older Annual Report and Accounts, you can</p>	<p>FOI Officer Foi.bht@berkshire.nhs.uk</p>
<p>Equality, Diversity and Inclusion reports</p> <ul style="list-style-type: none"> • Gender Pay Gap Report • Ethnicity Pay Gap Report • Disability Pay Gap Report 	<p>berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures</p>

Procurement and tendering procedures

Information	Main Source
<p>We follow the procurement requirements laid out in the Provider Selection Regime and Procurement Act 2023.</p>	<p>FOI Officer Foi.bht@berkshire.nhs.uk</p>

Details of contracts currently being tendered

Information	Main Source
<p>This information can be found online via the Find a Tender gov.uk portal, or by contacting our FOI team.</p>	<p>find-tender.service.gov.uk/Search</p>
	<p>FOI Officer Foi.bht@berkshire.nhs.uk</p>

List and value of contracts awarded

Information	Main Source
<p>This information can be found online via the Find a Tender gov.uk portal, or by contacting our FOI team.</p>	<p>find-tender.service.gov.uk/Search</p>
	<p>FOI Officer Foi.bht@berkshire.nhs.uk</p>

What our priorities are and how we are doing

Annual report

Information	Main Source
<p>Annual Report and Accounts This information is published in our Annual Report and Accounts documents for each financial year.</p>	<p>berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures</p>
<p>Historical Annual Report and Accounts We have published the Annual Report and Accounts from the previous financial year, dating back to 2018-19. If you require older Annual Report and Accounts, you can</p>	<p>FOI Officer Foi.bht@berkshire.nhs.uk</p>

Annual business or commissioning plan

Information	Main Source
<p>There is not a standalone document on this, however the information that would constitute the Trust's annual business or commissioning plan is published primarily within the Annual Reports and Corporate Strategy documents.</p>	<p>berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures</p>

Targets, aims and objectives

Information	Main Source
<p>Culture, Inclusion and Equity framework 2025-28 The framework aligns with our corporate strategy, which sets out the vision, mission, and objectives for improving patient care, working with partners, and making this a great place to get care and a great place to give care. This is an umbrella framework, setting out principles that will be followed through the delivery of our People, Health Inequalities, Anti-Racism, and Neurodiversity action plans.</p>	<p>berkshirehealthcare.nhs.uk/about-us/equality-diversity-and-inclusion</p>
<p>People and Culture strategy 2025-28 This document outlines our People and Culture strategy for the next three years, building on the achievements and lessons from the previous strategy.</p>	<p>berkshirehealthcare.nhs.uk/about-us/strategies</p>
<p>Armed Forces Strategy (2025-30) This strategy outlines how we plan to meet the needs of our armed forces patients and colleagues.</p>	<p>berkshirehealthcare.nhs.uk/work-with-us/armed-forces-support</p>

<p>Green Plan (2025 to 2028) This document outlines our commitment to reduce our environmental impact, embrace new technologies, and improve access to health and wellbeing services.</p>	<p>berkshirehealthcare.nhs.uk/about-us/strategies</p>
<p>Health Inequalities Strategy (2024 to 2026) This strategy outlines how we plan to work with our community to provide equitable and accessible health services for all.</p>	<p>berkshirehealthcare.nhs.uk/about-us/strategies</p>

Strategic direction document (5-yr plan)

Information	Main Source
<p>Our Corporate Strategy Our current strategy to 2025 outlines objectives across patients, populations and people remain relevant to our strategy intent.</p>	<p>berkshirehealthcare.nhs.uk/about-us/strategies</p>

Performance against targets (KPI), performance framework, performance management information, quality improvement plans

Information	Main Source
<p>Annual Report and Accounts This information is published in our Annual Report and Accounts documents for each financial year.</p>	<p>berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures</p>

Reports by regulatory organisations (e.g. CQC, NHSE)

Information	Main Source
<p>CQC The CQC publish their reports, including inspection summaries, on their website.</p>	<p>cqc.org.uk/provider/RWX</p>
<p>NHS Digital NHS Digital publishes datasets, dashboard and reports across NHS providers. More information can be found on their website.</p>	<p>https://digital.nhs.uk/</p>

Audit reports delivered at board or governing body level

Information	Main Source
<p>Annual Report and Accounts This information is published in our Annual Report and Accounts documents for each financial year.</p>	<p>berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures</p>

External auditing For 2024/25, we commissioned an external Audit by Ernest & Young LLP.	ey-auditors-full-annual-report-2024-2025.pdf
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Clinical strategy, if application

Information	Main Source
There is not a standalone document on this, however the information that would constitute a Clinical Strategy is published primarily within the Annual Reports and Corporate Strategy documents.	berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures

Inc. reports on clinical and corporate governance – service user surveys, DPIA as relevant

Our vision, aims and goals can be found on [our website under “About us”](#).

Information	Main Source
Governance This includes Information Governance, as well as clinical Governance.	Deputy Chief Executive Berkshire Healthcare NHS Foundation Trust London House London Road Bracknell RG12 2UT
DPIA Copies of Data Protection Impact Assessments (DPIA) are available upon request.	FOI Officer Foi.bht@berkshire.nhs.uk
Patient Safety	Director of Nursing and Therapies Berkshire Healthcare NHS Foundation Trust London House London Road Bracknell RG12 2UT
Risk Management	FOI Officer Foi.bht@berkshire.nhs.uk
Reports of inspections and findings	Care Quality Commission (CQC) http://www.cqc.org.uk/provider/RWX

How We Make Decisions

Board papers

Information	Main Source
Copies of all previous Board Meeting papers and the meeting recording can be found on our website. We also provide a list of all future meeting dates too.	berkshirehealthcare.nhs.uk/about-us/our-board-meetings

Patient and public engagement decisions

We engage with multiple partners including Acute NHS Trusts, ICS/ICBs and the Voluntary, Community, and Social Enterprise (VCSE) sector.

An example of our collaborative work can be found on our website

berkshirehealthcare.nhs.uk/news/berkshire-healthcare-hosts-mental-health-act-detentions-all-partnership-conference

Public consultations

We engage with service users, communities, partners and stakeholders when shaping key strategies and service developments. Recent examples include our work on the Health Inequalities Strategy, where we undertook extensive engagement with community groups and VCSE partners during events such as the Berkshire Healthcare & Berkshire VCSE Partnership Conference and the Health Innovation Partnership event. You can see our Health Inequalities Strategy on our website

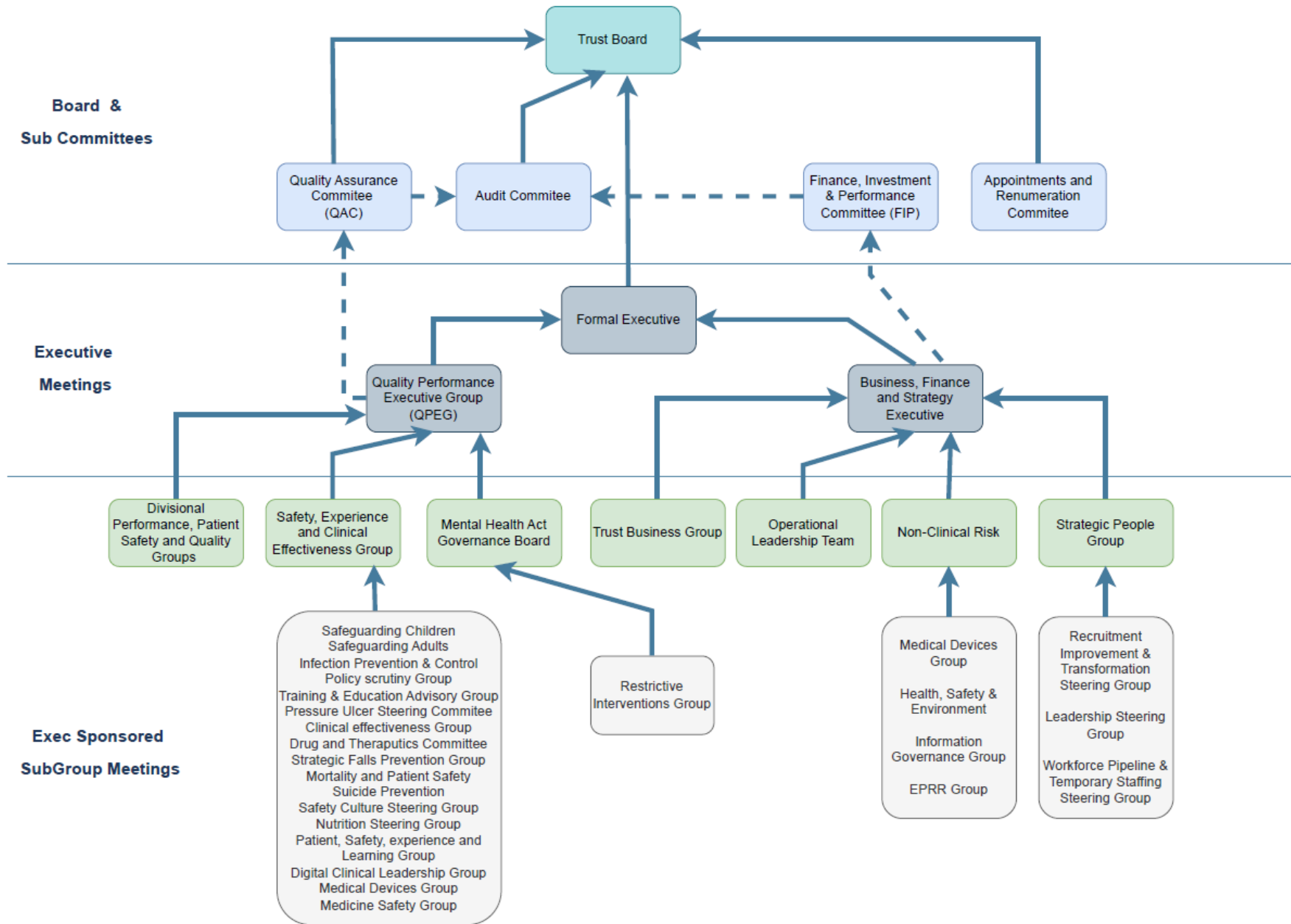
berkshirehealthcare.nhs.uk/about-us/strategies

Internal communications guidance and criteria used for decision making and 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.

BHFT Governance Structure



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

Policies and procedures relating to conducting business and the provision of services

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk

Policies and procedures relating to human resources including recruitment and employment policies

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk

Equality and diversity policies

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk

Health and safety

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk

(If applicable) Clinical research transparency standards and research ethics committees' standard operating procedures

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk

Pay policy statement

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk
Modern Day Slavery statement	berkshirehealthcare.nhs.uk/about-us/our-modern-day-slavery-policy

Standing financial procedures or instructions and standing orders

Berkshire Healthcare operates within a formal financial governance framework, which includes our Standing Financial Instructions (SFIs), Standing Orders (SOs) and Scheme of Delegation. These documents set out the financial responsibilities, approval limits and control processes that ensure the Trust manages public money with probity, transparency and accountability.

Our SFIs detail the financial responsibilities, policies and procedures adopted by the Trust. They are designed to ensure that all financial transactions are carried out in accordance with legislation, NHS regulatory requirements and Government policy. As set out in the relevant policy, the SFIs identify the financial responsibilities that apply to all Directors, officers, and staff working for the Trust.

The SFIs and associated Standing Orders form part of the Trust's corporate governance framework. They are used alongside the Scheme of Delegation, which outlines where specific financial authority sits across the organisation. They also describe the responsibilities of the Chief Executive as the Accountable Officer, and the Chief Financial Officer as the lead for maintaining effective financial controls.

Information	Main Source
Further information on SFIs, SOs and Scheme of Delegation can be found in the relevant internal policies. Although these documents are not routinely published online, they are available upon request.	FOI Officer foi.bht@berkshire.nhs.uk

Customer service and complaints policies and procedures

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk
Complaints process and policy	berkshirehealthcare.nhs.uk/visitor-guidance/make-a-complaint

Data protection and duty of confidentiality, records management, Caldicott Guardian

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk

Estate management

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk
Estates Design & Technical Services (EDTS)	edts.berkshirehealthcare.nhs.uk/

Charging regimes and policies

We follow national NHS guidance on charging for services, ensuring that any fees applied are lawful, transparent and consistently administered. Most of our services are provided free of charge at the point of delivery in line with NHS principles. However, charges may apply in specific circumstances where permitted by legislation or national policy.

Examples include:

- Subject Access Requests where fees may be applied only in limited circumstances allowed under the UK GDPR and Data Protection Act 2018 (e.g. manifestly unfounded or excessive requests).
- FOI requests, where charges may apply only for disbursements such as photocopying, printing or postage; requests exceeding the cost limit may be refused under Section 12 FOIA.
- Occupational health services, private reports, or other non-NHS commissioned services where fees follow Trust-approved charging schedules.
- Estates and facilities-related charges, such as room hire or private use of facilities, aligned to Standing Financial Instructions and local procedures.
- Other statutory or discretionary charges where required under government rules (e.g. immigration health surcharge recovery, overseas visitor charging, or equipment replacement in line with relevant Trust policies).

Any charges are applied in accordance with our Standing Financial Instructions, which set the framework for financial governance and ensure that all fees are administered with probity, economy, efficiency and effectiveness.

Lists and Registers

Any information you are currently legally required to hold in publicly available registers

As an NHS Foundation Trust, we are required to maintain certain statutory registers and make them publicly accessible. These registers support transparency, accountability and good governance. The registers we are legally required to hold and make available include:

Information	Main Source
Register of Interests A record of declared interests for members of the Board of Directors and Council of Governors, published to ensure openness about potential conflicts of interest.	berkshirehealthcare.nhs.uk/about-us/our-executive-directors
Register of Gifts and Hospitality Details of gifts, sponsorship or hospitality received by Directors and senior decision-makers in line with NHS England's Standards of Business Conduct.	FOI Officer foi.bht@berkshire.nhs.uk
Register of Governors Listing all members of the Council of Governors, including constituency and term of office, as required under the NHS Foundation Trust regulatory framework.	berkshirehealthcare.nhs.uk/about-us/meet-our-governors
Register of Directors Listing all voting and non-voting Board Directors, their roles and accountability responsibilities under the Trust's Standing Orders.	berkshirehealthcare.nhs.uk/about-us/our-non-executive-directors berkshirehealthcare.nhs.uk/about-us/our-executive-directors

List of main contractors or suppliers

Information	Main Source
List of contractors and/or supplier available upon request	FOI Officer foi.bht@berkshire.nhs.uk

Asset registers

Information	Main Source
Asset registers available upon request	FOI Officer foi.bht@berkshire.nhs.uk

Information asset register

Information	Main Source
Information asset register and risk register available upon request	FOI Officer foi.bht@berkshire.nhs.uk

CCTV

Information	Main Source
Policies available upon request	FOI Officer foi.bht@berkshire.nhs.uk

Any register of interests kept in the authority, register of gifts and hospitality provided to board members and senior personnel

Information	Main Source
<p>Register of Interests A record of declared interests for members of the Board of Directors and Council of Governors, published to ensure openness about potential conflicts of interest.</p>	berkshirehealthcare.nhs.uk/about-us/our-executive-directors
<p>Annual Report and Accounts This information is published in our Annual Report and Accounts documents for each financial year.</p>	berkshirehealthcare.nhs.uk/about-us/reports-policies-and-procedures
<p>Historical Annual Report and Accounts We have published the Annual Report and Accounts from the previous financial year, dating back to 2018-19. If you require older Annual Report and Accounts, you can</p>	FOI Officer Foi.bht@berkshire.nhs.uk

Disclosure log

Information	Main Source
<p>Disclosure Log Disclosure Logs outlines each FOI request subject and status for the financial year. Individuals are able to request copies of responses.</p>	<p>Disclosure Logs from 2020 onwards are readily available on the FOI webpage: berkshirehealthcare.nhs.uk/about-us/freedom-of-information-request</p> <p>For Disclosure Logs from pre-2020, please contact: FOI Officer foi.bht@berkshire.nhs.uk</p>

The Services We Offer

Clinical services provided or commissioned

Information	Main Source
Mental health and wellbeing	berkshirehealthcare.nhs.uk/conditions-and-services/mental-health-conditions
Physical and community care	berkshirehealthcare.nhs.uk/conditions-and-services/physical-health-conditions
Childrens healthcare	berkshirehealthcare.nhs.uk/conditions-and-services/children-and-young-people-s-health
WestCall	berkshirehealthcare.nhs.uk/services/westcall-all-berkshire-west

Non-clinical services

Information	Main Source
Childcare Nurseries	nurseries.berkshirehealthcare.nhs.uk/
SHaRON	sharon.nhs.uk/
SE Pharmacy Procurement Service	berkshirehealthcare.nhs.uk/south-east-pharmacy-procurement-service
Chaplaincy	berkshirehealthcare.nhs.uk/services/chaplaincy-and-spiritual-care-service
Infection Prevention and Control	berkshirehealthcare.nhs.uk/services/infection-prevention-and-control
Healthcare Library	berkshirehealthcare.nhs.uk/library-and-knowledge-service
Carers Information	berkshirehealthcare.nhs.uk/friends-family-and-carers
Patient travel support	berkshirehealthcare.nhs.uk/visitor-guidance/patient-travel-support
Pharmacy	berkshirehealthcare.nhs.uk/services/pharmacy
Estates Design & Technical Services (EDTS)	https://edts.berkshirehealthcare.nhs.uk/

Services for which you are entitled to recover a fee together with those fees

We are entitled to recover fees for certain services where charges are permitted under relevant legislation, contractual arrangements, or national guidance. These may include services such as private patient activity, overseas visitor charging where applicable, room hire, or other non-NHS services delivered on a discretionary basis. As fees can vary according to the nature of the service required and the individual circumstances, any applicable charges would be discussed directly with the individual on a case-by-case basis before any cost is incurred. This ensures that the person is fully informed of the amount payable and the basis for the charge prior to proceeding.

Patient support groups, including bereavement support

Information	Main Source
PALS Patient Advice & Liaison Service	PALS Officer Tel: 0118 904 3467 PALS@berkshire.nhs.uk berkshirehealthcare.nhs.uk/visitor-guidance/patient-advice-and-liaison-service

Patient information leaflets and other booklets and newsletters

Information	Main Source
Copies of patient information leaflets, booklets and newsletters available upon request	berkshirehealthcare.nhs.uk/advice-and-resources

Patient advice and liaison service (PALS)

Information	Main Source
PALS Patient Advice & Liaison Service	PALS Officer Tel: 0118 904 3467 PALS@berkshire.nhs.uk berkshirehealthcare.nhs.uk/visitor-guidance/patient-advice-and-liaison-service

Advice and guidance

Information	Main Source
<p>The following advice and guidance is listed on our website:</p> <ul style="list-style-type: none"> • Resources • Staying fit • Mental and emotional wellbeing • Sexual health advice • ADHD and autism for children and young people • Children's health and development • People with a learning disability 	berkshirehealthcare.nhs.uk/advice-and-resources

Corporate communications and media releases

Information	Main Source
Media enquiries	berkshirehealthcare.nhs.uk/about-us/media-enquiries

Public Involvement

Involving patients and the public in healthcare:

Information	Main Source
Board Papers	berkshirehealthcare.nhs.uk/about-us/our-board-meetings
PALS Patient Advice & Liaison Service	<p>PALS Officer Tel: 0118 904 3467 PALS@berkshire.nhs.uk</p> <p>berkshirehealthcare.nhs.uk/visitor-guidance/patient-advice-and-liaison-service</p>
Carers	berkshirehealthcare.nhs.uk/friends-family-and-carers

Mental Health Act

Information	Main Source
Use of Force (Seni's Law)	berkshirehealthcare.nhs.uk/about-us/use-of-force-senis-law

Complaints

Information	Main Source
The complaints procedure	berkshirehealthcare.nhs.uk/visitor-guidance/make-a-complaint

Human Resources

Information	Main Source
Human Resources	Director of People Berkshire Healthcare NHS Foundation Trust London House London Road Bracknell RG12 2UT
Equal Opportunities Pay and Pensions & NHS Pensions Agency	nhsbsa.nhs.uk/nhs-pension

Learning & Development

Information	Main Source
Head of Training and Organisational Development & Head of Clinical Education	berkshirehealthcare.nhs.uk/work-with-us/opportunities-for-development

Health & Safety

Information	Main Source
Health and Safety	FOI Officer foi.bht@berkshire.nhs.uk

Communication with the Press and Media Releases

Information	Main Source
Marketing & Communications	Berkshire Healthcare NHS Foundation Trust London House London Road Bracknell RG12 2UT berkshirehealthcare.nhs.uk/about-us/media-enquiries

Environment Information

Information	Main Source
Estates Management Information about land holdings, buildings and basic services, including maintenance and energy management.	FOI Officer foi.bht@berkshire.nhs.uk
Estates Design & Technical Services (EDTS)	edts.berkshirehealthcare.nhs.uk/