Whitewater Health Patient Participation Group Constitution

Name: The name of the group shall be Whitewater Health Patient Participation Group

1. **Aim** :To promote co-operation between the Practice and the patients to the mutual benefit of all parties and to promote health and wellbeing to all residents within the Whitewater Health catchment area.

2. **Objectives**:
    - To support and build a two way relationship between patients and the practice.
    - To advise on the developments and continual improvement of the practice
    - To seek out and listen to the views of patients, carers and staff, especially those individuals and groups whose voices are not usually heard
    - To raise issues for consideration which are evidence based and which demonstrate that they are a matter of wider concern

    The PPG is not for the airing of individual member's specific problems, nor those of individual patients. Members should refer complainants who approach them directly to the Practice Clinical Manager.

3. **Health Education:** The PPG should advise the Practice of any health education needs that have been identified within the community.

4. **Community Need:** The PPG should have a role in assisting the assessment of community needs to help the surgeries improve and shape their service.

5. **Primary Care Network:** Whitewater Health Practice is a member of Whitewater Loddon Primary Care Network [PCN] which includes Chineham and Clift practices. To assist the development of the PCN the three PPG chairs attend the PCN steering group when invited to represent their practice patient population and feedback to their respective PPG groups.

6. **North Hampshire PPGs Group:** The PPG will appoint two members to attend this group, one of which must be the Chair. The group is represented by 17 General Practices across 6 Primary Care Networks in North Hampshire. The group's role is determined in its terms of reference.

7. **Membership:** Membership shall be in accordance with the Whitewater Health PPG Membership Guide adopted at the meeting on 12 October 2017 and revised on 12th February 2026 This shall be open to all patients of the Practice, but shall not exceed twelve.

In appointing members current legislation on all aspects relating to discrimination shall be strictly observed.

Additional people may be invited to join the group for a specific purpose, but these co-opted members will not have a vote.

NB. For a decision to be taken on any matter, other than the date of the next meeting, there must be 50% of members attending, including one officer to constitute a quorum at each meeting.

8. **Committee:**

   The group shall consist of:

   - A Chair
   - A Vice Chair
   - A Secretary / Minute Taker

   The group's roles should include:

   - A Communications team
   - Two representatives to attend the N Hants PPGs group one of which should be the chair
   - A PPG member to monitor proposed local housing and planning

   All these roles may be shared.

   The Group shall meet not less than four times a year between AGMs at mutually agreed dates and times.

9. **Annual General Meeting (AGM):** This should be held in February each year. The event should be publicised locally, on the practice website and practice notice boards and other media and it may be held in public. Any item for discussion at the AGM must be notified, in writing, to the Secretary, four weeks before the meeting.

   The PPG should present an annual report of the activities held during the year.

   Election of officers will be held where their term of office has expired. [Officers will serve a term of three years as detailed in the membership document].

   If there is more than one nomination for any post, a secret ballot shall be taken. Two Tellers should be appointed and in the event of a tie, the Chair shall have the casting vote. After elections are announced the ballot papers should be destroyed by the Tellers.

10. **Dissolution:** In the event of the dissolution the Group must consider the feasibility of it becoming a "Virtual PPG".

11. **Notice and Application of the Constitution:** A copy of the constitution shall be made available to all members, and put on the practice website.

12. **Variation**: This constitution can only be amended, rescinded or waived at an AGM or Special Meeting called for that purpose for which two weeks written notice must be given. At

such a meeting a two thirds majority, of those attending, in favour is needed for any amendment.

13. Other Membership Matters

Membership shall otherwise be in accordance with the Whitewater Health PPG Membership Guide adopted at the meeting on 12 October 2017 and revised in February 2026.

Resolution approving this amended Constitution was passed on

Thursday 12th February 2026

Annette Rushmere

Chair Whitewater Health PPG