Whitewater Health

Whitewater Health PPG Membership Guide

Principles

1. All practice patients and carers, aged 18 or over, may apply to become a member. Individuals who do not meet these criteria may be considered on their individual merits.
2. PPG membership should be representative of all patients, including patients who use both Hook and Hartley Wintney practices and patients of different ages.
3. The PPG will abide by guidance on membership from the NHS Commissioning Board (NHS England), NHS Hampshire and Isle of Wight Integrated Care Board on how PPGs should operate, including how to recruit members, and ensure that no practices are discriminatory or off putting to members of the practice population, or their carers.
4. We are all volunteers. People can, and do, bring different insights and can be involved to different degrees. This is particularly important as members of the group may have different health conditions.
5. The PPG will review this Guide at every Annual General Meeting (AGM).

Numbers and make up

6. Maximum of 12 members, at least four of which will come from Hook practice and four from Hartley Wintney practice.
7. The membership should be representative of the practice population. Two places will be reserved to enable people from less represented groups to be invited to become members e.g. working adults. The PPG will determine how to fill these places or if they need filling.
8. We should attempt to attract a cross section of the community to become members.
9. Other people (e.g. with specialist expertise) may be invited to attend meetings or to participate in a particular project, but will not be members of the PPG.

Membership period

10. Membership will commence on the date that a person is accepted as a member and will normally expire at the AGM three years after becoming a member.
11. Members and officers will serve for a term of three years. Officers will be subject to election by the members.
12. After three years officers and members can reapply for a further term or terms.
13. If there are more applicants than places available at the AGM then there will be a vote by secret ballot. If there is a tie the Chair of the AGM will have the deciding vote.
14. Officers may resign their post at any time or may be removed by a motion of no confidence from the members. Any vote of no confidence may only be ratified if more than 50% of the total number of members have voted in favour of it.

Responsibilities

15. Members should actively participate, attending at least two thirds of meetings and officers at least three quarters of meetings in any twelve-month period. Members, or officers, who do not attend this regularly (except in extenuating circumstances to be determined by the Chair) or miss three meetings in a row will be deemed to have stepped down.
16. Members should also participate in activities or projects of the group outside meetings.
17. These expectations should be covered in publicity information.

Process for becoming members

18. Members should put themselves forward for three years at the AGM. Outside of this, it was agreed that a clearer process, rather than a first come first served basis, would be helpful. This would help the PPG become more representative and enable a greater range of skills. Potential members will going forward be made aware that selection may be made based on

the need to diversify the group, the need for particular experiences or skills or support particular activities.

19. Potential members should submit an expression of interest to the Chair using the PPG email whitewaterppg@gmail.com, or via the Practice Reception.
20. The Chair will then undertake a short, informal, interview (either in person or by telephone) to ensure that the applicant understands the role and also to determine that they meet the membership criteria as laid out in clauses 6 and 7.
21. The potential member will be invited to attend a PPG meeting as an observer.
22. If they still wish to join the PPG they will be asked to complete the "statement of interest" form (Appendix A)
23. In the event that applications for membership exceed the number of places available then the PPG may need to prioritise applications and/or keep a waiting list of potential new members.
24. Any member recruited part way through the year, should stand at the next AGM if they wish to do so in order to complete a three-year term.

Officer and Steering Committee positions

25. Officer and steering committee positions are elected for three years at the annual general meetings. Details of these roles and the process are included in the Constitution.

Publicity

26. Vacancies will be advertised on the noticeboards in each surgery and on the practice website. The noticeboards at both practices and the practice website should contain clear and up-to-date information about what the group does and how to apply to become a member. Vacancies will be advertised on the PPG Facebook page. An information leaflet that can be handed out will be available.
27. Details may be sent to local organisations to encourage as many people as possible to apply, e.g. by targeting certain media or local community groups to attract members and officers.
28. All current and prospective members will be notified of these guidelines.

Practice representation and engagement

29. It is important that as far as possible practice staff as well as patients and carers attend the PPG and that there is regular contact with the Clinical Manager and GP Partners in critical decisions affecting the practice and delivering of health and care to the local population.
30. Whenever possible a GP should attend each meeting. From time to time, it may also be helpful to have a nursing or other health professional attending as they could provide a different perspective on issues affecting patients and/or carers, and the links to social care and self-management.
31. All practice representatives should come prepared to participate and will provide a short note to the secretary/note taker of the issues they have discussed. If practice representatives are not available, an update note should be provided to the Practice Manager or PPG Chair in advance.

Adopted on : 12th October 2017
Amended on : 12th February 2026
Signed : Annette Rushmere Chair Whitewater Health PPG

Annex A: Whitewater Health Patient Participation Group Expression of Interest Form

Name: _____
Email address: _____Tel number:_____
Practice most regularly used: _____ Age: _____

(No contact details will be shared outside the PPG without your permission)

Why are you interested in joining the Patient Participation Group (PPG)?

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What skills do you have that you will you bring to the PPG?

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Is there anything else you would like to tell us, or any questions you would like to ask?

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