

**Agreed Chineham Medical Practice
Patient Participation Group Terms of Reference – Updated January 2026**

Chairperson: Vacant – to be agreed

Members:

Joan Bond
Liz Lang
Maxine Ross
Jenny Vaux
Janet Walker
Helen Winkle

Surgery Representatives:

Practice Manager:	Karen Nicholls
GP Partner (rotating):	The Partners
Practice Representative:	Mark Garvey

1. Introduction

The Delivery plan for recovering access to primary care commits to supporting practices to move to a modern general practice model. This model is a way of organising work in general practice that enables practices to:

- see all patient need, by providing inclusive, straightforward online and telephone access
- understand all need through structured information gathering
- prioritise and allocate need safely and equitably (including continuity of care)
- make best use of other primary care services and the multi-professional team
- improve the efficiency of their processes and reduce duplication.

As a member of Whitewater Loddon Primary Care Network, Chineham Medical Practice is providing medical services for approximately 18,300 people (in October 2025), increasing by around 750 people per annum. An element of the NHS General Medical Services Contract, both the Primary Care Network and Chineham Medical Practice are encouraged to involve and engage registered patients and respond appropriately to patients' views and experiences. For the practice, the key role of the Patient Participation Group (PPG) is to bring together patients and members of the practice team to work in partnership to promote the wellbeing of patients, supporting the practice to provide a high quality of care and service delivery.

2. Chineham Medical Practice PPG Role and Remit

The PPG will provide a means by which the practice will communicate and build positive relationships with representatives of its patient population. The core objectives of the PPG will be to:

- Act as 'a constructive voice for the patient population, supporting the practice in relation to the challenges and developments in service delivery in the practice and wider health and care system.
- Facilitate discussions so that patients' views are represented in discussions

about local services e.g. greater use of technology such as on-line access, and more community-based service provision.

- Support the practice in encouraging patient feedback on service delivery
- Contribute to the dissemination of information to patients on developments in the practice and the NHS.
- Support the practice to have the physical premises that enables the provision of high-quality primary care services to meet local needs.
- Ensure there is a link with the North Hampshire PPGs Group and involvement and engagement activities of Hampshire and Isle of Wight Integrated Care System where appropriate.
- Support the continued development and success of the Primary Care Network.
- Support specific project and programmes when agreed between the PPG / Partnership that aim to address patient health.

3. Membership

The membership of the PPG will include:

- At least 4 patient representatives drawn from volunteers of the registered practice population.
- Representation from across the adult age range to reflect the practice population demographic and geographical area.
- 1 GP Partner (rotating) to attend for specific subjects as required.
- A minimum of 2 representatives from the Practice team: including the Practice Manager, a person from the management/administration team and / or a nurse.

A member of the Patient Participation Group who is unable to attend meetings without apology and / or is absent for three consecutive meetings will cease to receive notes of meetings until they are able to resume attending meetings.

4. Meetings

- Regular PPG Meetings will be held Quarterly in the first instance.
- Ad-hoc meetings may be organised by agreement of the membership and aligned with projects if needed
- Dates of meetings will be publicised
- A copy of the Group's minutes will be displayed on the practice website, in the practice waiting area, and available on request for patients to read.
- The practice attendance at meetings will be dictated by the agenda.
- Appendix 1 provides indicative standing items for the agenda, which can be changed with majority consent of members.

5. Management of Meetings

- The PPG will be chaired by a patient representative who is nominated annually by the Group.
- The group will comply with General Data Protection Regulations 2018 and be aware of the implications of the Data Protection and Digital Information Bill 2022.
- Meetings will be held in Chineham Medical Practice or online via Microsoft Teams.
- A nominated secretary from the group will take minutes and organise the agenda which should be sent out, together with any background documents, at least 4 days before each meeting.

CHINEHAM MEDICAL PRACTICE

- All members of the group will be able to place items on the agenda.
- Patient representatives should contact the practice manager with any questions or issues.
- All members will be expected to behave in a manner that allows everyone to participate in discussions and share their views in the meeting.
- All members will be expected to respect rules of confidentiality and not discuss personal information within or outside a meeting.
- The PPG is non-political and will always respect diversity and exemplify its commitment to the principles contained in the Equality Act 2012.

6. Quorum and Decision-Making

At PPG meetings a quorum will consist of 4 members, a minimum of two patients and a minimum of one practice representative. The PPG will aim wherever possible to reach decision by consensus. Where this is not possible the view held by the majority of those present will be the view that is agreed and taken forward by the group. In the event of a vote being required the chairperson will hold the casting vote.

7. Review

The group will review its programme annually. The terms of reference will be as a minimum reviewed annually.

8. Signed off and agreed January 2026 by:

Chairperson:			
Members	Helen Winkle	Liz Lang	Jenny Vaux
	Joan Bond	Maxine Ross	Janet Walker

Practice Representatives:	Karen Nicholls	Practice Manager
	Mark Garvey	Business Manager:
	Clinicians	(rotating):

Appendix 1 – Guidance on Agenda Items for Regular PPG Meetings

The agenda topics below are for guidance and can be varied on majority consent from members

1. Welcome and introductions
2. Briefing from the Practice on key developments and issues
3. Briefing from patient representatives on ideas, improvements, issues and concerns
4. Update on projects and initiatives
5. New and past actions
6. Any other business