



## **One Wales Medicines Assessment Group (OWMAG) Constitution**

### **1. Objectives**

To advise the All Wales Medicines Strategy Group (AWMSG) on off-label medicines that are the subject of major uncertainty across NHS Wales and for which a clear clinical need within NHS Wales has been demonstrated. The One Wales Medicines Assessment Group (OWMAG) will consider the off-label status of the medicine for the proposed indication and any associated uncertainties surrounding the evidence base for its use. OWMAG is an advisory sub-committee of the AWMSG, through which it will report.

### **2. Role of the group**

- 2.1 The Group will consider the Evidence Summary Report (ESR) and clinician and patient organisation statements.
- 2.2 The Group will complement the work of other medicine advisory bodies and will not duplicate the work programme of the National Institute for Health and Care Excellence (NICE).
- 2.3 The work programme of the Group will be directed by the AWMSG Scrutiny Panel.
- 2.4 The Group will advise in accordance with relevant guidance on prescribing unlicensed medicines.

### **3. Membership**

- 3.1 Members will be appointed by the AWMSG Steering Committee in accordance with the arrangements set out in paragraph 3.2 and 3.3 below.
- 3.2 The Group will consist of the following voting members:
  - 1 Chair
  - 7 health board representatives nominated by Health Board Chief Executives. These will be healthcare professionals drawn from IPFR panels or medicines committees and affiliated staff in Wales

- 1 Health Economist – appointed following open advert
- 1 Finance Director or representative
- 1 Pharmaceutical Industry representative following nomination by the Association of the British Pharmaceutical Industry Cymru Wales
- 2 Lay representatives - following nomination by Llais or in response to an open advert
- 1 Clinical Pharmacologist – following nomination by the All Wales Therapeutics and Toxicology Centre (AWTTC)
- 1 representative nominated by the NHS Wales Joint Commissioning Committee
- 1 representative from Health Technology Wales

3.3 The following individuals may be invited to attend meetings and input into discussions but will not have voting rights:

AWTTC staff representative(s), including a health economist

Individuals co-opted for advice on specialist subjects

Chairs of the AWMSG and its sub-committees (or nominee)

Welsh Government officials

Health Board Medicines and Therapeutics Committee members

Representative(s) from specialist networks

Representative(s) from Velindre Trust

## 4. Alternate members

- 4.1 With the exception of the Chair, in the event of any voting member being unable to attend a meeting, a named alternate, whose appointment has been approved (see 4.2), may attend in their place and will have voting rights. Alternates for all voting members of the Group, except for the Chair, may be elevated to the appropriate vacancy should a vacancy occur. A Vice Chair will be appointed in accordance with clause 6.2.
- 4.2 Alternate members will be approved by the AWMSG Steering Committee.
- 4.3 An AWMSG alternate member may be appointed as a member or alternate member of this Group.

## **5. Term of office**

- 5.1 A member's term of office shall be 4 years. Appointees may serve 2 terms but the total period of appointment must not exceed 8 years. Re-appointment is subject to a satisfactory performance review which, for all voting members (except the Chair), will be agreed by the Chair.
- 5.2 Where a member is appointed as Chair or Vice Chair, the term of office shall recommence (i.e. 4 years and 2 terms may be served). The total period of appointment can be extended beyond 8 years if the term of office for the Chair and Vice Chair are due to terminate at the same time.
- 5.3 Following resignation, an individual may return to the Group after a period of 12 months if it has not been possible to fill the vacancy. Membership of a retired/returned member will be reviewed annually. If a nomination is received and approved by the Chair, the retired/returned member may continue as the alternate member and the new appointee will take the position as main member.
- 5.4 The Chair may extend the term of office of an alternate member beyond 8 years if the individual has not had sufficient opportunity to serve in the main member role.

## **6. Officers**

- 6.1 The Chair will be appointed by the AWMSG Steering Committee. The term of office will be 4 years. The Chair will be eligible for re-appointment for an additional term of office subject to a satisfactory performance review but the total period of appointment must not exceed 8 years.
- 6.2 A Vice Chair will be elected from the voting membership and will serve for a term of 4 years. The Vice Chair will be eligible for re-election for an additional term of office subject to a satisfactory performance review but the total period of appointment must not exceed 8 years. The Vice Chair will not automatically assume the role of Chair at the end of the Chair's term of office.
- 6.2 The Vice Chair shall preside over meetings in the absence of the Chair and also for specific items when the Chair is conflicted. In the absence of both the Chair and the Vice Chair, the other voting members may decide who amongst them shall preside over the meeting.

## **7. Meetings**

- 7.1 Monthly meetings shall be scheduled. A minimum of 2 weeks' notice will be given for any extra-ordinary meeting.
- 7.2 Meetings may be held in person, virtually, or as a 'hybrid' meeting combining both methods. Review of recommendations will be conducted electronically by email.
- 7.3 Secretariat services will be provided by AWTTTC.

- 7.4 Meetings shall be held in private. The minutes will be published on the AWTTC website following approval by members.

## **8. Financial or personal interests**

- 8.1 Members should declare, in advance and during meetings, financial, competitor or personal interests, whether specific, pecuniary or otherwise. All declarations of interest should be noted in the minutes of the meeting. Guidance on declaration of interests and participation by members is available on the AWTTC website.

## **9. Decision making**

- 9.1 The Group will seek to reach decisions by consensus or by a simple majority vote. Only voting members will have voting rights. In the absence of a majority, the Chair will have a casting vote. In the absence of the Chair, the Vice Chair or person presiding at the meeting will have a casting vote.

## **10. Quorum**

- 10.1 The quorum shall be a majority of the Group's current voting membership, 4 of which must be health board representatives.

## **11. Validity of proceedings**

- 11.1 The validity of the proceedings of the Group is not affected by any vacancy among the members or by any defect in the appointment of a member or an alternate.

## **12. Vacancies in membership**

- 12.1 Membership of the Group shall end if a member:
- resigns by giving notice in writing to the Chair
  - is absent from three consecutive meetings, unless the Chair is satisfied that the absence is due to a reasonable cause
  - ceases to be a member of the nominating group or organisation
  - completes the maximum term of office.

## **13. Casual vacancies**

- 13.1 Any casual vacancy will usually be filled by the appointed alternate.

## **14. Powers of the committee**

- 14.1 The Group shall align their priorities with those of the parent committee.
- 14.2 The Group may seek independent advice as to particular aspects of therapeutics, health economics or the health service.

## **15. Accountability**

- 15.1 The Group is accountable to the All Wales Medicines Strategy Group, which in turn is accountable to Welsh Government.

## **16. Review of the constitution**

- 16.1 This Constitution will be reviewed annually and amended as necessary to reflect changing work priorities, policy or structural changes within the NHS in Wales.
- 16.2 Changing the Constitution must be conducted with the approval of the AWMSG Steering Committee.
- 16.3 The Constitution will be published on the AWTTC website.

**Next review date: August 2027**