



AWMSG SCRUTINY PANEL

1. Objectives

The All Wales Medicines Strategy Group (AWMSG) Scrutiny Panel will decide whether advice on a medicine is needed in NHS Wales and, if so, the most appropriate route for assessment. Medicines will be considered for assessment where there is a clinical need and/or benefit to patients and/or NHS Wales. The Scrutiny Panel will be cognisant of the 2024-2029 AWMSG Medicines Strategy for Wales to ensure the objectives of the strategy are delivered.

2. Principles

In conducting its business, the Scrutiny Panel will:

- work in an open and transparent manner
- support the principles of prudent healthcare
- make decisions based on the best available evidence
- work in the spirit of collaboration to support the needs of people living in Wales and improve the health and well-being of future generations

3. Membership

3.1 Members will be appointed by the AWMSG Steering Committee.

3.2 The panel will consist of the following members:

1 Chair (AWTTC)

2 Formulary Pharmacists

1 Primary Care Prescriber

1 Hospital Consultant

1 Consultant Public Health Practitioner (clinical or non-clinical)

1 Lay Member

1 Representative from the Medicines Value Unit (MVU) (non-voting)

1 Representative from NHS Wales Financial Planning and Delivery (non-voting)

2 Representatives from AWTTC (non-voting)

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

Individuals co-opted for their specialist expertise

3.3 Members will be drawn from health boards in different geographical areas across Wales by individual nomination, nomination by colleague or appropriate representative committee or organisation, or in response to an open advertisement.

4. Alternate members

A member may nominate a deputy if unable to attend a meeting.

5. Term of office

Membership will be reviewed on an annual basis.

A member's term of office will normally be 4 years. Appointees may serve 2 terms but the total period of appointment must not exceed 8 years.

6. Meetings

- 6.1 The Scrutiny Panel will meet monthly except in cases where the Chair agrees that there is sufficient business to justify convening additional meetings.
- 6.2 Meetings will be scheduled 12 months in advance and any cancellations or changes will be notified at least seven days in advance where possible.

7. Financial or personal interests

Members should declare, in advance and during meetings, financial or personal interests, whether pecuniary or otherwise, in any related matter that is the subject of consideration. All declarations of interest made as a result of this provision, and any action taken, should be noted in the minutes of the meeting. Guidance on declaration of interests and participation by members is available on the AWMSG. Members should refer to the [Code of Conduct and Guidance on Declaring Interests](#).

8. Decision making

The Panel will seek to reach decisions by consensus or by a simple majority vote. Only the voting members have voting rights. Alternates (deputies) are eligible to vote. In the absence of a majority, the Chair, or in the absence of the Chair, the person presiding at the meeting will have a second casting vote.

9. Quorum

The quorum shall be a majority of the Scrutiny Panel's current membership.

10. Withdrawal of individuals in attendance

Based on their declaration of interest(s), and at the discretion of the Chair, any individual in attendance at a meeting of the Scrutiny Panel (i.e. member or non-member) may be asked to withdraw from parts of the meeting to facilitate full and frank discussion.

11. Urgent Business:

Where urgent business is required to be conducted between meetings, the Chair will arrange for members views to be sought by email or an extraordinary meeting convened.

12. Support:

The AWMSG Scrutiny Panel will be supported by the All Wales Therapeutics and Toxicology Centre (AWTTC). AWTTC will be responsible for:

- setting the meeting schedule and booking meeting venues
- sending invitations to attend meetings on behalf of the Chair
- distribution of the agenda and papers, at least 7 calendar days before the meeting unless there are exceptional circumstances that prevent this. The Chair will agree whether papers can be tabled at the meeting
- compiling minutes and maintaining the action log
- management of a space where meeting documentation can be shared and stored for easy access
- facilitating the conduct of urgent business by email

13. Accountability:

The Scrutiny Panel is accountable to the AWMSG Steering Committee which in turn is accountable to the AWMSG.

8. Review of the constitution:

- 8.1 This Constitution will be reviewed on an annual basis and amended as necessary to reflect changing work priorities, policy or structural changes within the NHS in Wales.
- 8.2 Changing the constitution must be conducted with the approval of the AWMSG Steering Committee.

Date approved:

Review date: