Grŵp Strategaeth Meddyginiaethau Cymru Gyfan
All Wales Medicines Strategy Group

AWMSG Steering Committee

Constitution

1. Objectives

The Steering Committee is a forum to exchange ideas and discuss issues relevant to the activities of the All Wales Medicines Strategy Group (AWMSG). The Steering Committee will ensure that everything the All Wales Therapeutics and Toxicology Centre (AWTTC) does in support of AWMSG aligns to its vision, purpose and aims of NHS Wales. The Steering Committee brings partners together to discuss and steer the work of AWMSG with the aim of providing support and advice to health care professionals and Welsh Government on medicines and prescribing.

2. Role of the committee

2.1 Guide and oversee the activities of the All Wales Medicines Strategy Group's sub-committees (AWMSG).

2.2 Ensure the effective management of AWMSG and its sub-committees.

2.3 Monitor and evaluate AWMSG activities ensuring that they are in keeping with the founding principles and values.

3. Membership

3.1 Members will be drawn from the organisations of key stakeholders who share common goals in the delivery of best prescribing practice for NHS Wales.

3.1 Members will play an important role as leaders and decision-makers. NHS members will work to the Nolan Principles as set out by the Public Standards Committee which apply to all in the public service.

3.2 The Steering Committee will consist of the follow voting members:

The AWMSG Chair

The Chief Pharmaceutical Officer for Wales

Officer of the Association of the British Pharmaceutical Industry (Wales)

A representative from the NHS Wales Joint Commissioning Committee

A representative from the NHS Wales Directors of Pharmacy

The Assistant Director, Medicines Procurement and Optimisation (NWSSP Pharmacy Division)

A Lay Member

National Clinical Director, NHS Wales Executive

AWTTC Clinical Director

3.3 The following may also attend to input into discussions but are not eligible to vote:

One or more representative(s) from AWTTC

Chairs of AWMSG sub-committees and Scrutiny Panel

Other individuals on an *ad hoc* basis.

3.4 A member may nominate an alternate if unable to attend a meeting.

4. Decision making

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

5. Meetings

4.1 The Committee will be Chaired by the AWMSG Chair or a nominated deputy from the membership of the Committee.

4.2 Monthly meetings may be held in person, virtually, or as a 'hybrid' meeting combining both methods.

4.3 Secretariat services will be provided by AWTTC.

4.4 An agenda, supporting papers and minutes of the previous meeting will be circulated to members of the Steering Committee at least 7 days before each meeting.

6. Financial or personal interests

Members should declare, in advance and during meetings, financial, competitor or personal interests, whether 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.

7. Decision making

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

8. Quorum

The quorum shall be a majority of the Group's current voting membership.

9. Validity of proceedings

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.

10. Accountability

The Committee is accountable to the All Wales Medicines Strategy Group.

11. Review of the constitution

This Constitution will be reviewed by the Steering Committee on an annual basis and amended as necessary to reflect changing work priorities, policy or structural changes within the NHS in Wales. It will be published on the AWTTC website.

November 2025