



All Wales Medicines Strategy Group (AWMSG) Constitution

1. Objectives

To advise Welsh Government on strategic developments in medicines management to align to national priorities, and deliver improved outcomes for patients by reducing harm and improving medication safety and value.

2. Role of the group

2.1 To advise Welsh Government on strategic developments in medicines access and medicines management relating to:

- Helping people to get the best outcomes from their medicines;
- Enabling access to the right medicines at the right time;
- Minimising medicines-related harm and improving medication safety; and,
- Optimising the value that NHS Wales achieves from its investment in medicines.

This could include:

- Forecasting developments in the use of medicines and their impact across NHS Wales.
- Advising on the availability of relevant new medicines/formulations and existing medicines with new indications, and the likely expenditure and service implications of making these medicines routinely available in NHS Wales.
- Monitoring trends in prescribing practice and advising NHS Wales of measures that might be introduced to secure improvements in the quality, safety and efficiency of delivered care.

2.2 The Group will provide oversight and governance of its sub-groups (the All Wales Prescribing Advisory Group, the One Wales Medicines Assessment Group and the Licensed One Wales Medicines Assessment Group) and quality assure their recommendations by endorsement.

2.3 The Group will complement and support the work of the National Institute for Health and Care Excellence (NICE) and will avoid duplication of its work programme.

- 2.4 The Group will engage with health boards, NHS Trusts and other relevant bodies to ensure that recommendations and advice generated by AWMSG is integral to decision-making within NHS Wales.
- 2.5 The Group will ensure that relevant stakeholders are kept abreast of developments, advice and guidance in medicines management liaising with Welsh Government colleagues to secure ratification of recommendations and advice generated by AWMSG.
- 2.6 The Group will produce and publish an annual report.

3. Membership

3.1 With the exception of the Chair, members will be appointed by the Chair in consultation with Welsh Government, in accordance with the arrangements set out in paragraphs 3.2 and 3.3 below.

3.2 The Group will consist of the following voting members:

Chair – appointed by Welsh Government following open advert

1 Consultant in Public Health Medicine following nomination by either Public Health Wales NHS Trust, the Directors of Public Health Peer Group or the NHS Wales Executive.

1 representative nominated by the NHS Wales Joint Commissioning Committee

1 Health Economist – appointed following open advert

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 Community Pharmacist following nomination by the Royal Pharmaceutical Society

1 General Practitioner with an interest in therapeutics following nomination by the Royal College of General Practitioners (Wales)

Representation from Health Boards comprising:

1 Medical Director/Assistant Medical Director following nomination by All Wales Medical Directors Peer Group

2 Managed Sector Pharmacists following nomination by the Directors of Pharmacy Peer Group

1 Chief Pharmacist following nomination by the Directors of Pharmacy Peer Group

1 Director of Finance following nomination by the Directors of Finance Peer Group

1 Senior Nurse following nomination by the Directors of Nursing Peer Groups

1 representative from other healthcare professions eligible to prescribe not already represented following nomination by the Director of Therapies and Health Sciences Peer Group

1 Clinical Pharmacologist following nomination by the All Wales Therapeutics and Toxicology Centre (AWTTC)

1 Hospital Consultant following nomination by the All Wales Medical Directors Peer Group

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)

Medicines Value Unit representative(s)

Individuals co-opted for advice on specialist subjects

Chairs of AWMSG sub-committees or working groups

The Chief Medical Officer (or representative) and the Chief Pharmaceutical Officer (or representative). Other Welsh Government Officials may also attend meetings as appropriate.

3.4 Members will normally be appointed from different geographical areas across Wales nominated by a professional body/organisation (as stated above).

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, who has been nominated by the appropriate nominating body or the main member, and whose appointment has been approved by Welsh Government (or person nominated as the Minister's representative), may attend in their place and will have voting rights. Alternates will also act as members of the Appeals Panel in the event of any appeal against decisions made by the AWMSG. 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.

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 the 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 Welsh Government. 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. The performance review of the Chair will be undertaken by the Chief Medical Officer / Chief Pharmaceutical Officer of the Welsh Government.
- 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.
- 6.3 The Vice Chair shall preside over meetings in the absence of the Chair. 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 Ten meetings over a twelve-month period 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.
- 7.3 Secretariat services will be provided by AWTTTC.

- 7.4 Meetings will be open to the public unless commercially sensitive information is being considered, e.g. a Patient Access Scheme, Wales Patient Access Scheme or confidential commercial arrangement.
- 7.5 The minutes of AWMSG meetings will be published on the AWTTTC website following their 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 AWTTTC 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.

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. Powers of the committee

- 13.1 The Group may seek independent advice as to particular aspects of the health service.

- 13.2 The Group may set up sub-groups or working groups, of which the majority of members need not be members of AWMSG.
- 13.3 The work and meetings of sub-groups or working groups should be reported to the Group.
- 13.4 Sub-groups or working groups should incur the minimum necessary expenditure to enable their work to be carried out. These expenses will be the responsibility of the Welsh Government but will be administered by the AWTTTC as part of its secretariat services.
- 13.5 The Chairs of the sub-groups may attend and participate in meetings of AWMSG by invitation.

14. Accountability

- 14.1 The Group is accountable to the Welsh Government.

15. Review of the constitution

- 15.1 This Constitution will be reviewed annually and amended as necessary to reflect changing work priorities, policy or structural changes within the NHS in Wales.
- 15.2 Changing the Constitution must be conducted with the approval of the Welsh Government.
- 15.3 The Constitution will be published on the AWTTTC website.

Review date: October 2025