



CONSTITUTION

1.0 TITLE

The Committee shall be known as the All Wales Medicines Strategy Group.

2.0 DEFINITIONS

In this document, unless the context otherwise requires:

- the 'AWMSG' means the All Wales Medicines Strategy Group
- the 'Committee' means the All Wales Medicines Strategy Group
- 'AWTTC' means the All Wales Therapeutics & Toxicology Centre

3.0 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 paragraph 3.2 below.

3.2 The Committee will consist of the following voting members:-

Chair – appointed by Welsh Government following open competition

1 Consultant in Public Health Medicine – following nomination by Public Health Wales NHS Trust

1 Representative nominated by the Welsh Health Specialised Services Committee

1 Health Economist – following nomination by Health and Care Economics Cymru

1 Representative following nomination by the Association of the British Pharmaceutical Industry Cymru Wales

2 Lay representatives following nomination by the Citizen Voice Body

1 Community Pharmacist following nomination by the Royal Pharmaceutical Society

Representation from Health Boards comprising:

1 Medical Director/Assistant Medical Director – following nomination by Medical Directors of Health Boards)

1 General Practitioner with an interest in therapeutics – following nomination by the Medicines and Therapeutics Committees of Health Boards

2 Managed Sector Pharmacists – following nomination by Chief Pharmacists of Health Boards

1 Chief Pharmacist – following nomination by the Chief Pharmacists Peer Group

1 Director of Finance – following nomination by Directors of Finance of Health Boards

1 Senior Nurse – following nomination by Directors of Nursing of Health Boards

1 Representative from other healthcare professions eligible to prescribe not already represented – following nomination by the Director of Therapies of Health Boards

1 Clinical Pharmacologist – following nomination by the AWTTTC

1 Hospital Consultant - following nomination by the Medicines and Therapeutics Committees of Health Boards

The following non-voting members may be invited to attend:

Representative/s of the AWTTTC

Individuals who are co-opted for advice on specialist subjects

Chairs of the AWMSG sub-groups

Representatives from the Welsh Government

AWMSG/NMG link member

Members will normally be appointed from different geographical areas across Wales and will be nominated by a professional body/organisation (as stated above). Members should act in a 'representative' capacity rather than as an 'individual'.

- 3.3 The Chief Medical Officer (or representative) and the Chief Pharmaceutical Officer (or representative) will be invited to attend all meetings of the Committee and will not have voting rights. Other Welsh Government Officials may also attend meetings as appropriate.

4.0 ALTERNATE MEMBERS

With the exception of the Chair, in the event of any voting member being unable to attend a meeting of the Committee, a named alternate, who has been nominated by the appropriate nominating body, and whose appointment has been approved by the Welsh Minister (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 Committee, 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.

5.0 TERM OF OFFICE

Subject to paragraph 12, a voting 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. Reappointment is subject to a satisfactory performance appraisal, which for all voting members, except the Chair, will be undertaken by the Chair. Following resignation, an individual may return to the committee 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.

The Chair may extend the term of office of an alternate member beyond 8 years if they have not had sufficient opportunity to serve as the main member. In circumstances where the alternate steps into the main member role, an additional term of office will be allowed.

6.0 OFFICERS

- 6.1 The Chair will be appointed by Welsh Government. The term of office shall be between 1 and 4 years. The Chair will be eligible for re-appointment for an additional term of office subject to a satisfactory performance appraisal but the total period of appointment must not exceed 8 years. The performance appraisal for the Chair will be undertaken by the Chief Medical Officer/ Chief Pharmaceutical Officer of the Welsh Government. A Vice-Chair will be elected from the voting membership and will serve for a usual term of either 3 or 4 years. The Vice-Chair will be eligible for re-election for an additional term of office subject to a satisfactory performance appraisal but the total period of appointment must not exceed 8 years.
- 6.2 The Vice-Chair or, in the absence of the Vice-Chair, such other voting member as the other voting members may decide upon, shall preside over meetings in the absence of the Chair.
- 6.3 Secretariat services will be provided by the AW TTC.

7.0 MEETINGS

- 7.1 AWMSG will hold up to ten meetings a year.
- 7.2 The meetings will be held in public unless commercially sensitive information is being considered, e.g. a Patient Access Scheme or Wales Patient Access Scheme.
- 7.3 The minutes of all meetings shall be made public.
- 7.4 The Constitution and roles and responsibilities of the AWMSG should be readily available to any relevant party on request.

8.0 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 website. Members should refer to the [Code of Conduct and Guidance on Declaring Interests](#).

9.0 VOTING

Questions at any meeting should be resolved, if possible, by consensus. Only the voting members (or alternate/s) will have voting rights. In case of an equality of votes, the Chair, or in the absence of the Chair, the person presiding at the meeting will have a second casting vote.

10.0 QUORUM

The quorum for AWMSG meetings will be **10** voting members.

11.0 VALIDITY OF PROCEEDINGS

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

12.0 VACANCIES IN MEMBERSHIP

Membership of the Committee shall end if:

- i. members resign by giving notice in writing to the Chair. In the case of the Chair, resignation will be written notice to Welsh Government
- ii. absent from three consecutive meetings, unless the Committee is satisfied that the absence is due to a reasonable cause
- iii. ceases to belong to the body which they represent
- iv. term of office expires
- v. death of member occurs

13.0 CASUAL VACANCIES

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

14.0 ROLES AND RESPONSIBILITIES

The Committee shall advise the Welsh Minister(s) on strategic developments in medicines management, to align to A Healthier Wales and relating to:

- Delivering better outcomes for patients;
- Reducing harm and improving medication safety; and,
- Supporting the delivery of value-based care

This will involve:

- forecasting developments in the use of medicines and their impact on NHS Wales;
- advising on the availability of relevant new medicines/formulations and existing medicines with new indications, and the likely expenditure implications of making these medicines routinely available in NHS Wales;
- advising NHS Wales of trends in prescribing practice and measures that might be introduced to secure improvements and efficiencies and monitoring subsequently;
- engaging with Health Boards, NHS Trusts and other relevant bodies to ensure that recommendations and advice generated by AWMSG are an integral part of decision-making within NHS Wales;
- ensuring that relevant stakeholders are kept abreast of developments, advice and guidance in medicines management;
- liaising with Welsh Government colleagues as required to secure Welsh Government ratification for recommendations and advice generated by AWMSG; and
- producing and publishing an annual report
- supporting the development and implementation of NICE guidance and quality standards in health, public health and social care. The Group should complement and support the work of NICE and not in any way duplicate or conflict with its work.

15.0 POWERS OF THE COMMITTEE

- 15.1 The Committee may set up sub-committees or working groups, of which the majority of members need not be members of the Committee.
- 15.2 The work and meetings of sub-committees or working groups should be reported to the Committee.
- 15.3 Sub-committees or working groups should normally only operate in an advisory role.
- 15.4 The Committee may seek independent advice as to particular aspects of the health service.
- 15.5 Sub-committees 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.
- 15.6 The Chairs of the sub-committees may attend and participate in meetings of AWMSG by invitation.

16.0 CONSTITUTION

- 16.1 This constitution will be reviewed at regular intervals and at least on an annual basis and amended as necessary to reflect policy and structural changes within the NHS in Wales.
- 16.2 Changing the constitution must be conducted with the approval of the Welsh Ministers.