



## ALL WALES PRESCRIBING ADVISORY GROUP

### CONSTITUTION

#### 1.0 TITLE

- 1.1 The Committee shall be known as the All Wales Prescribing Advisory Group (AWPAG).
- 1.2 AWPAG is an advisory subgroup of the All Wales Medicines Strategy Group, through which it will report.

#### 2.0 DEFINITIONS

- 2.1 In this document, unless the context otherwise requires, the 'Committee' refers to the All Wales Prescribing Advisory Group.
- 2.2 The All Wales Medicines Strategy Group (AWMSG) refers to the advisory group which was established in 2002.
- 2.3 All Wales Therapeutics and Toxicology Centre (AWTTC) refers to the partnership formed between:
  - Patient Access to Medicines Service
  - Yellow Card Centre (Wales)
  - Welsh Analytical Prescribing Support Unit
  - National Poisons Information Service
- 2.4 'AWMSG Steering Committee' means the All Wales Medicines Strategy Group Steering Committee which is made up of representatives of the Welsh Government, AWTTC, the Chair of AWMSG, the Chairs of its subgroups and representatives of other identified partners within NHS Wales.

#### 3.0 MEMBERSHIP

It is intended that membership will reflect broad geographic representation from across Wales.

- 3.1 Members will be appointed by the AWMSG Steering Committee by individual nomination, nomination by colleague or appropriate representative committee or organisation, or in response to an open advertisement.
- 3.2 An AWMSG alternate member may be appointed as a member or alternate member of AWPAG. Members of AWMSG may not serve on AWPAG unless nominated as the link between AWMSG and AWPAG.
- 3.3 The Committee will consist of the following **voting members**:

1 doctor (general practitioner, hospital consultant or locality medical director) from each of the health boards

1 pharmacist from each of the health boards reflecting different roles of pharmacists

1 nurse with an interest in therapeutics

1 member representing other healthcare professionals eligible to prescribe not already represented e.g. dentist/podiatrist/physiotherapist etc

1 member nominated by Public Health Wales

2 lay members

1 industry member nominated by ABPI Cymru Wales

The Medicines Safety Lead Pharmacist for Wales

With the prior approval of the AWMSG Steering Committee, individuals can be co-opted for advice on specialist subjects.

#### **3.4 WELSH GOVERNMENT**

The Chief Pharmaceutical Officer (or representative) will be invited to attend all meetings of the Committee. Other Welsh Government officials may also attend the meetings as appropriate. Welsh Government officials will not be eligible to vote.

#### **3.5 ALL WALES MEDICINES STRATEGY GROUP (AWMSG)**

The AWMSG Chair (or nominee) will be invited to attend all meetings of the Committee and will not be eligible to vote.

#### **3.6 ALL WALES THERAPEUTICS AND TOXICOLOGY CENTRE**

A representative of AWTTTC (or nominee) will be invited to attend all meetings of the Committee and will not be eligible to vote.

#### **3.7 ASSOCIATION OF BRITISH PHARMACEUTICAL INDUSTRY ABPI CYMRU WALES**

The Director of ABPI Cymru Wales will be invited to attend all meetings and will not be eligible to vote.

#### **3.8 BRITISH GENERICS MANUFACTURING ASSOCIATION (NON-ABPI)**

The Director of the British Generics Manufacturing Association will be invited to attend all meetings and will not be eligible to vote.

#### **4.0 ALTERNATE MEMBERS**

4.1 In the event of any voting member being unable to attend a meeting of the Committee, a named alternate member appointed from the same

representative committee or organisation, and from the same field of practice, may attend in their place. It is the responsibility of the member to inform the alternate member that he/she is unable to attend to ensure that alternate representation is made and inform the Secretariat.

- 4.2 Alternate members will be approved in advance, by the AWMSG Steering Committee, the AWMSG Chair or the AWPAG Chair and have the full voting right of the member they are representing.

## **5.0 TERM OF OFFICE**

A member's term of office shall be between 1 and 4 years and the usual term of office will be 3 years. Appointees may serve two 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 the AWMSG Steering Committee, will serve for a period of 3 years and will be eligible for re-appointment for an additional term of office.

A Vice Chair will be elected by the AWMSG Steering Committee, will serve for a period of 3 years and will be eligible for re-appointment for one further term. 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, or in the absence of the Vice Chair, another member agreed by the other members, shall preside over meetings in the absence of the Chair.
- 6.3 Secretariat services will be provided by AWTTTC.

## **7.0 MEETINGS**

- 7.1 The Committee will meet quarterly and dates for the year will be agreed at least 12 months in advance. There will a minimum of 2 weeks' notice of any extra-ordinary meeting.

- 7.2 The minutes of meetings will be confirmed by e-mail within 4 weeks of the meeting. The minutes will be made available on the internet (on the AWMSG website) after ratification by AWMSG.
- 7.3 The AWPAG Chair or Vice Chair, a representative member or a representative of AWTTTC will normally report on AWPAG activities at AWMSG meetings.
- 7.4 The constitution will be made available on the AWMSG website and could be made available to any relevant party on request.

## **8.0 FINANCIAL OR PERSONAL INTERESTS**

Members should declare, in advance and during meetings, financial, competitor 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. Where this is not possible, the minutes and any report to AWTTTC or the Welsh Government shall record the different views expressed. Only voting members will have voting rights. Alternate members are eligible to vote. In the case of an equality of votes the person presiding at the meeting will have a second casting vote.

## **10.0 QUORUM**

The quorum for meetings of the Committee 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. member resigns by giving notice in writing to the Chair. In the case of the Chair, resignation will be written notice to the AWMSG Chair.
- ii. absenteeism from three consecutive ordinary 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. ROLES AND RESPONSIBILITIES**

The Committee shall align their priorities with those of the parent committee and advise AWMSG on strategic developments in prescribing and medicines management including:

- development of a prescribing and medicines strategy for Wales
- documents and issues referred to it by AWMSG, Welsh Government or other NHS organisations
- monitoring prescribing patterns and developing appropriate indicators
- developing and implementing strategies that promote safe, rational, cost-effective prescribing
- advising on appropriate training, education and professional development for those persons employed in providing prescribing advice
- advising on the impact of developments that involve the use of medicines
- working in collaboration with other groups and organisations, promote the best use of medicines for patients

### **15. ACCOUNTABILITY**

AWPAG will report to, and work through, AWMSG, which in turn is accountable to the Cabinet Secretary for Health, Well-being and Sport.

### **16. CONSTITUTION**

- 16.1 This constitution will be reviewed by the AWMSG Steering Committee 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 AWMSG Steering Committee.