



All Wales Prescribing Advisory Group (AWPAG) Constitution

1. Objectives

The All Wales Prescribing Advisory Group (AWPAG) is a sub-group of AWMSG and advises on strategic developments in the prescribing of medicines and their safe and effective use in Wales.

2. Role of the Group

- 2.1 To deliver the recommendations of AWMSG's Medicines Strategy for Wales 2024–2029 by taking forward projects referred to it by AWMSG, Welsh Government or other NHS organisations.
- 2.2 The Group will develop national prescribing indicators and monitor prescribing patterns.
- 2.3 The Group will develop and implement strategies that promote safe, rational and cost-effective prescribing.
- 2.4 The Group will work in collaboration with other groups and organisations to promote the best use of medicines.
- 2.5 The Group will review AWMSG-endorsed documents and decide whether they should be updated or retired.

3. Membership

- 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 The Group will consist of the following voting members:

Chair – appointed by the AWMSG Steering Committee

1 Doctor (general practitioner, hospital consultant or locality medical director) from each of the health boards and Velindre NHS Trust

1 Pharmacist from each of the health boards and Velindre NHS Trust reflecting different roles of pharmacists

1 Community Pharmacist

1 Nurse with an interest in therapeutics

1 representative from other healthcare professions eligible to prescribe and not already represented

1 representative from Public Health Wales

1 representative from the Directors of Pharmacy Peer Group

2 Lay members following nomination by Llais or in response to an open advert

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

The Medicines Safety Lead Pharmacist for Wales

The National Lead for Medicines Advice

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

All Wales Therapeutics and Toxicology Centre (AWTTC) staff representative(s)

Individuals co-opted for advice on specialist subjects

Chairs of the AWMSG sub-committees or working groups

Welsh Government officials

Representatives from AWMSG and its sub-committees

A clinical representative from Digital Health and Care Wales

A representative from Health Education and Improvement Wales (HEIW)

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

The Director of the British Generics Manufacturing Association

3.4 Members will normally be appointed from different geographical areas across Wales.

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, whose appointment has been approved (see 4.2), may attend in their place and will have voting rights. 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.
- 4.2 Alternate members will be approved by the AWMSG Steering Committee.
- 4.3 An AWMSG alternate member may be appointed as a member or alternate member of this Group.

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 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 the AWMSG Steering Committee. 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.
- 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. The Vice Chair will not automatically assume the role of Chair at the end of the Chair's term of office.

- 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 Four 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 held in private.
- 7.5 The minutes of AWPAG meetings will be published on the AWTTTC website following their approval by members.
- 7.6 The AWPAG Chair or Vice Chair, a member or a representative of AWTTTC shall report on AWPAG's activities at AWMSG meetings every quarter.

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 the 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. Casual vacancies

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

14. Powers of the committee

14.1 The Group shall align their priorities with those of the parent committee and advise AWMSG on strategic developments in prescribing and medicines management.

14.2 The Group may set up sub-groups or working groups, of which the majority of members need not be members of AWPAG.

14.3 The Group may seek independent advice as to particular aspects of therapeutics, health economics or the health service.

15. Accountability

15.1 The Group is accountable to the All Wales Medicines Strategy Group (AWMSG), which in turn is accountable to the Welsh Government.

16. Review of the constitution

16.1 This Constitution will be reviewed annually and amended as necessary to reflect changing work priorities, policy or structural changes within the NHS in Wales.

16.2 Changing the Constitution must be conducted with the approval of the AWMSG Steering Committee.

16.3 The Constitution will be published on the AWTTTC website.

Review date: October 2025