Grŵp Strategaeth Meddyginiaethau Cymru Gyfan
All Wales Medicines Strategy Group

Commercial Arrangement Scheme Wales Group (CASWG)

Constitution

1. Objectives

The Commercial Arrangement Scheme Wales Group (CASWG) is a committee that has delegated responsibility to advise NHS Wales on issues relating to commercial arrangements associated with NICE and AWMSG advice. It scrutinises, reviews and agrees commercial arrangements associated with the medicines access processes of the All Wales Medicines Strategy Group (AWMSG), and scrutinises, reviews and agrees commercial arrangements for NHS Wales that are offered as part of a National Institute for Health and Care Excellence (NICE) submission. The Group also considers free of charge (FOC) schemes offered to NHS Wales by pharmaceutical companies.

2. Role of the Group

To consider the commercial arrangement and formulate advice for NHS Wales about the feasibility and implementation of a proposed commercial arrangement.

To consider information provided by pharmaceutical companies, AWTTC, the Medicines Value Unit (MVU) and feedback from NHS Wales health boards/trusts to decide whether a FOC scheme should be supported for implementation in NHS Wales. Upon receipt of this information, the Group will consider factors including unmet need, implementation costs, and resource implications, to inform its decision-making.

3. Membership

3.1 Members will be appointed by the AWMSG Steering Committee in accordance with the arrangements set out in paragraphs 3.2 and 3.3.

3.2 The Group will consist of the following **voting members**:

1 Chair

1 Director of Pharmacy

2 Formulary Pharmacists

1 Healthcare Prescriber

1 Senior Finance Manager

1 MVU representative

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

1 Lay member

1 NHS Wales Joint Commissioning Committee (JCC) representative

1 AWTTC Programme Director

Non-voting members:

2 NICE Patient Access Scheme Liaison Unit (PASLU) representatives

1 NHS Wales Shared Services Procurement representative

1 Representative from the All Wales Therapeutics and Toxicology Centre (AWTTC) Commercial Medicines Access Team

1 NHS England representative

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

1 Digital Health and Care Wales (DHCW) representative

Genomics Partnership Wales (GPW) representative

Clinical specialist(s)

AWTTC staff representative(s), including a health economist

Individuals co-opted for advice on specialist subjects

Chairs of the AWMSG sub-committees or working groups

Welsh Government officials

3.4 Members will be drawn from health boards, trusts and academic institutions in different geographical areas across Wales by individual nomination, nomination by colleague or appropriate representative committee or organisation, or in response to an open advertisement.

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

Membership will be reviewed on an annual basis.

A member's term of office will normally be 4 years. Appointees may serve 2 terms but the total period of appointment should not exceed 8 years.

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 by the AWMSG Chair, 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 unless the Chair's term of office is due to terminate at the same time. 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 Monthly meetings shall be scheduled 12 months in advance. Any cancellations or changes will be notified at least 7 days in advance, where possible.

7.2 Where urgent business is required to be conducted between meetings, the Chair will arrange for members views to be sought by email, or an extraordinary meeting convened. A minimum of 2 weeks' notice will be given for an extra-ordinary meeting.

7.3 Meetings may be held in person, virtually, or as a 'hybrid' meeting combining both methods.

7.4 Secretariat services will be provided by AWTTC. Agenda and papers will be circulated 10 days in advance of meetings.

7.5 Meetings shall be held in private.

7.6 The Group will provide an update report on a quarterly basis to the AWMSG Steering Committee.

7.7 The service will be informed of the decisions of the Group.

7.8 A meeting of the Group may not be required if, in the opinion of the Chair, the proposal is considered a simple commercial arrangement. Under these circumstances, the scheme may be considered by the CASWG Chair.

8. 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.

9. Decision making

9.1 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 Vice Chair or person presiding at the meeting will have a casting vote.

9.2 The manufacturer may be invited to attend a CASWG meeting to discuss their commercial offering, in person or virtually.

9.3 AWTTC will relay the decisions of CASWG to the AWMSG Steering Committee for information.

9.4 AWTTC will inform the manufacturer about whether the commercial arrangement can be applied within NHS Wales.

10. Quorum

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.

11.2 Based on their declaration of interest(s), and at the discretion of the Chair, any individual in attendance at a meeting of CASWG (i.e. member or non-member)

may be asked to withdraw from parts of the meeting to facilitate full and frank discussion.

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 Group 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 a nominated alternate.

14. Powers of the committee

14.1 The Group shall align their priorities with those of AWMSG.

14.2 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 AWMSG Steering Committee which in turn is accountable to AWMSG.

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 AWTTC website.

Reviewed: October 2026
Next Review date: October 2027