



## NEW MEDICINES GROUP

### CONSTITUTION

#### 1.0 TITLE

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

#### 2.0 DEFINITIONS

- 2.1 In this document, unless the context otherwise requires the 'Committee' refers to the New Medicines 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 the following existing organisations:
  - 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 sub-groups and representatives of other identified partners within NHS Wales.

#### 3.0 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 An AWMSG alternate member may be appointed as a member or alternate member of NMG. Members of AWMSG may not serve on NMG unless specifically requested to do so by the AWMSG Chair.

3.3 The Committee will consist of the following **voting members**: -

1 Chair

3 Pharmacists

3 Doctors

1 Professional allied to medicine or representative of other professions eligible to prescribe

1 Nurse

1 Public Health Wales representative / epidemiologist

1 Health Economist

1 ABPI Cymru Wales representative

2 Lay members

1 Welsh Health Specialised Services Committee representative

#### 3.4 **WELSH GOVERNMENT**

The Chief Pharmaceutical Officer (or representative) will be invited to attend all the 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 (AWTTC)**

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

#### 3.7 **MEDICINES & THERAPEUTICS COMMITTEES**

Members of Medicines and Therapeutic Committees in Wales and specialist networks may attend on an *ad hoc basis* at the agreement of the Chair as an observer.

#### 3.8 **HEALTH ECONOMIST**

A health economist may attend meetings of NMG and AWMSG to act as a link between the groups and provide additional health economic input at meetings, but 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 NMG Chair and have the full voting right of the member they are representing.

#### **5.0 TERM OF OFFICE**

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 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 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 NMG will normally meet ten times a year in advance of the AWMSG. Meeting dates will be agreed at least twelve months in advance. There will be a minimum of two weeks' notice of any extra-ordinary meeting.

- 7.2 The preliminary appraisal recommendation will be posted on the AWMSG website approximately ten days prior to the AWMSG public meetings.
- 7.3 The NMG Chair, Vice-Chair, AWMSG/NMG link, the NMG appraisal lead or a representative of AWTTTC may present the preliminary appraisal recommendation (PAR) 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 AWMSG 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 7 voting members. A health economist will be in attendance and may or may not be eligible to vote.

## **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.

### **14.0 ROLES AND RESPONSIBILITIES**

The Committee shall provide advice in relation to the clinical and cost effectiveness of newly introduced medicines (not on the NICE work programme) to a maximum of 100 agents each year. A Preliminary Appraisal Recommendation (PAR) will be presented to AWMSG.

### **15.0 ACCOUNTABILITY**

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

### **16.0 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.