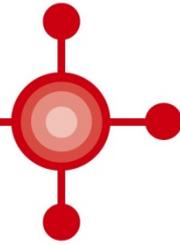


All Wales Medicines Strategy Group

Grŵp Strategaeth Meddyginiaethau Cymru Gyfan



CONSTITUTION

1 TITLE

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

2 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 MEMBERSHIP

3.1 Members will be appointed by the 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:-

1 Chair – appointed by Welsh Government following open competition

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

1 Pharmacist with an interest in Public Health – following nomination by Public Health Wales NHS Trust

1 Representative nominated by the Welsh Health Specialised Services Committee

1 Health Economist – following nomination by the Welsh Health Economic Support Service

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

1 Lay representative following nomination by Community Health Councils

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

1 Managed Sector - Primary Care Pharmacist – following nomination by Chief Pharmacists of Health Boards

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

1 Managed Sector - Hospital Pharmacist – following nomination by Chief Pharmacists 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 and 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.

- 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 DEPUTIES

With the exception of the Chair in the event of any voting member being unable to attend a meeting of the Committee, a named deputy, who has been nominated by the appropriate nominating body, and whose appointment has been approved by the Welsh Ministers (or person nominated as the Minister's representative), may attend in their place and will have voting rights. Deputy members will also act as members of the Appeals Panel in the event of any appeal against decisions made by the AWMSG. Appointed deputies 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 TERM OF OFFICE

Subject to paragraph 12, a voting member's term of office shall be either 3 or 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.

6 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 AWTTTC.

7 MEETINGS

- 7.1 AWMSG will hold up to ten meetings a year.

- 7.2 The meetings will be held in public unless commercial information linked to a Patient Access Scheme or Wales Patient Access Scheme is being appraised.
- 7.3 The minutes of all meetings shall be made public.
- 7.4 The Constitution and roles and responsibilities of the Committee should be readily available to any relevant party on request.

8 FINANCIAL OR PERSONAL INTERESTS

Members should declare, in advance, 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.

9 VOTING

Questions at any meeting should be resolved, if possible, by consensus. Only the voting members will have voting rights. Deputies are eligible to vote. 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 QUORUM

The quorum for meetings of the Committee will be 9 voting members.

11 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 a deputy.

12 VACANCIES IN MEMBERSHIP

Membership of the Committee shall end if:

- i. members resign by giving notice in writing to the Chair of the AWMSG Steering Committee
- ii. absenteeism 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 CASUAL VACANCIES

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

14 POWERS OF THE COMMITTEE

- 14.1 The Committee may set up sub-committees or working groups, of which the majority of members need not be members of the Committee.
- 14.2 The work and meetings of sub-committees or working groups should be reported to the Committee.
- 14.3 Sub-committees or working groups should normally only operate in an advisory role to the Committee.
- 14.4 The Committee may seek independent advice as to particular aspects of the health service.
- 14.5 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.
- 14.6 The Chairs of the sub-committees may attend and participate in meetings of the full Committee by invitation.

15 ROLES AND RESPONSIBILITIES

The Committee shall advise the Welsh Ministers on strategic developments in prescribing as outlined in the AWMSG Medicines Strategy for Wales, including:

- forecast developments in healthcare which involve the use of medicines, to advise on the potential impact for the NHS of such developments and strategically plan for their impact within the available resources. The AWTTTC will work in conjunction with the National Horizon Scanning Centre and the Pharmaceutical Industry, Research and Ethics Committees to inform the AWMSG of such developments.
- advise on the availability of relevant new medicines/formulations, or of existing medicines with new indications, and on the cost implications of making these medicines routinely available on the NHS. This will include making interim recommendations ahead of appraisal by NICE. The Group should complement and support the work of NICE and not in anyway duplicate or conflict with its work.
- advise Welsh Government on the development of a consistent cost-effective medicine strategy for Wales, (with consideration to matters such as pharmaceutical developments, NICE guidance, National Service Frameworks, Welsh demography and epidemiology).

- advise Welsh Government on how the Health Boards and other relevant organisations might implement the advice and strategy within the financial constraints placed upon them. Monitor and review the approved strategy, responding promptly to national changes in NHS policy that will affect prescribing and medicines management locally, including NICE guidance and National Service Frameworks, and advise Welsh Government accordingly.
- review the roles of Medicines and Therapeutic Committees/Prescribing Advisory Groups within Local Health Boards.
- where appropriate, advise Welsh Government on areas where legislative changes would support the development of prescribing and medicines management initiatives.
- advise the Welsh Government on when medicines management policies / formularies and guidelines can be best co-ordinated..
- make recommendations to Welsh Government to assist in the resolution of problems relating to prescribing at the interface between primary care, acute services, specialised and tertiary services, and social care.
- receive for consideration, documents or issues referred to it by Welsh Government for Wales and other stakeholders, and advise Welsh Government accordingly.
- act as a focus for developing and refining local professional opinion on medicines, therapeutics and associated prescribing issues, including risk management, and to convey such opinions through appropriate mechanisms.
- advise Welsh Government on how consumer groups might be engaged to discuss consumer expectations and their impact on prescribing and medicines management.
- produce an annual report for review by Welsh Government..
- highlight to the Welsh Ministers, through the Chief Medical Officer or Chief Pharmaceutical Officer, issues concerning the maintenance and development of health services and health issues in Wales generally.

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 Welsh Ministers.