

Herefordshire & Worcestershire Medicines and Prescribing sub-Committee

Terms of Reference January 2022

1.0 PURPOSE

- 1.1 The Herefordshire & Worcestershire (H&W) Medicines and Prescribing sub-Committee (MPC) is a strategic group of health care representatives across Herefordshire and Worcestershire Integrated Care System (ICS) operating in a partnership capacity.
- 1.2 The aim of the MPC is to:
- to improve the health outcomes for the ICS population
 - provide a safe, high quality, consistent, cost effective and evidence-based approach to the use of medicines across the H&W ICS health economy.
 - make recommendations to commissioners and providers about the use of medicines following consensus agreement by stakeholders informed by systematic evidence evaluation and consultation.

2.0 SCOPE

- 2.1 The MPC operates on behalf of:
- NHS Herefordshire & Worcestershire Clinical Commissioning Group (HWCCG),
 - Herefordshire Council
 - Herefordshire and Worcestershire Health and Care Trust (HWHCT),
 - Worcestershire Acute Hospitals NHS Trust (WAHT)
 - Wye Valley NHS Trust (WVT)
 - Worcestershire Council
- 2.2 The scope of the MPC relates to use of any medicine provided or prescribed at NHS or local authority expense. Medicines in the context of this document include prescribable (FP10) products.
- 2.3 Where required, the MPC will facilitate system discussion for the implementation of NHS England and NHS Improvement (NHSE/I) medicines commissioning policies by local providers.
- 2.4 Any policy development requests for new non-medicine technologies will be considered via the Herefordshire & Worcestershire (H&W) Clinical Commissioning Policy Collaborative (CCPC).

3.0 MEMBERSHIP AND QUORACY

- 3.1 MPC membership includes a range of members and quoracy is defined as a minimum of five members present and this must include at least one from each of the following:
- NHS Herefordshire & Worcestershire Clinical Commissioning Group

- Primary Care GP
- Worcestershire Acute Hospitals NHS Trust
- Herefordshire and Worcestershire Health and Care Trust
- Wye Valley NHS Trust

- 3.2 If any member of the MPC is unable to attend they should provide comments on agenda items before the meeting where possible.
- 3.3 If the MPC is not quorate, members will be contacted via correspondence to confirm endorsement of decisions which will be added as post-hoc meeting notes.
- 3.4 The MPC will democratically elect the Chairman and deputy and this appointment will be reviewed as a minimum every three years.
- 3.5 Other members include:
- Patient and Public Involvement (PPI) representative
- 3.6 Copied into core circulation of papers; attendance as the need arises:
- Powys Local Health Board representative
 - Public Health representative: Herefordshire Council,
 - Public Health representative: Worcestershire County Council
 - H&W Local Pharmaceutical Committee (LPC)
- 3.7 The MPC may extend invitations to other clinicians and managers with relevant skills, experience or expertise as necessary to deal with the business on the agenda. Any other guests or observers will be at the discretion of the Chair.

4.0 AUTHORITY AND DECISION MAKING

- 4.1 The MPC operates as a subcommittee of HWCCG Clinical Executive Committee (CCEC).
- 4.2 The Associate Director of Medicines Commissioning of HWCCG, or a nominated HWCCG deputy responsible for regular attendance at HWCCG CCEC, has delegated authority for any HWCCG decision making associated with operation of the MPC in line with the CCG's Standing Financial Instructions. However, MPC recommendations which have financial implications, represent a high risk to organisations involved or are a policy document will be referred to the HWCCG CCEC for a final decision to be made.
- 4.2 If the Associate Director of Medicines Commissioning or a nominated HWCCG deputy responsible for regular attendance at HWCCG CCEC, is not present at the meeting, they will be asked to approve any recommendations made by the committee after the meeting. This will be recorded in the minutes.
- 4.3 MPC will make recommendations by consensus and agreement of its members, taking into account declarations of interest.
- 4.4 Where a consensus cannot be reached, the recommendation will be put to a majority vote based on one vote per quorate member organisation as defined in 3.1.
- 4.5 Where an MPC recommendation has potential service implications it will be referred to the relevant CCG team for further development prior to being presented to HWCCG CCEC for a decision.

5.0 MEETING FORMAT

- 5.1 The MPC will meet monthly usually on the first Tuesday.

- 5.2 The MPC will operate in accordance with the MPC Operating Framework
- 5.3 A register of register of interests will be held and any member with an interest, pecuniary or otherwise, to any of the agenda items should declare such interest in advance. All declarations of interest made, and any action taken, will be noted in the minutes.
- 5.4 Where a rapid decision is required prior to the next meeting, for example a National Institute for Health and Care Excellence (NICE) Fast Track Appraisal, papers will be circulated electronically for approval within one week. Subcommittee response will be required to meet the normal quoracy requirement and any decision taken will be noted in Matters Arising at the next meeting

6.0 KEY RESPONSIBILITIES

- 6.1 To ensure there is a consistent approach to commissioning medicines across the ICS, considering clinical and cost effectiveness as well as patient safety.
- 6.2 To consider applications for or proactive reviews of medicines to be added to the Joint Formulary, recommend their adoption or non-adoption, specify their traffic light classification in the formulary and their place in treatment pathways and services where appropriate.
- 6.3 To review and endorse local guidelines and pathways involving use of medicines.
- 6.4 To consider and make recommendations where appropriate in response to any local, regional and national publications that will affect prescribing and medicines management locally, such as guidance/policy produced by National Institute for Health and Care Excellence (NICE), safety alerts related to medicines produced by MHRA and publications from Regional Medicines Optimisation Committees (RMOCs).
- 6.5 To undertake horizon scanning to forecast developments in medicines related healthcare which includes the local clinical and financial implications of such developments.
- 6.6 To monitor the decision-making processes and expenditure by the HWHCT, WAHT and WVT for unexpected costs incurred without prior MPC authorisation, e.g. where an immediate funding decision is required

7.0 BEHAVIOUR OF MEMBERS AND GUESTS

- 7.1 Members attending the MPC to represent an organisation or present a paper should do so in a professional capacity and all participants should be treated with courtesy, respect and consideration.
- 7.2 Participants should raise their hand to be recognised as have something to say and only speak when they are invited to by the Chair. A person should not be interrupted while speaking or asking a question.
- 7.3 All speakers are asked to be clear and concise and are required to keep to time.

8.0 DATE OF REVIEW

- 8.1 The Terms of Reference will be reviewed every 12 months

DATE OF APPROVAL BY HWCCG CCEC: 12th January 2022
REVIEW DATE: January 2023