



HEALTH TECHNOLOGY WALES (HTW) TERMS OF REFERENCE (ToR)¹

HTW Appraisal Panel

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Approved By	Appraisal Panel
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Lead Author	Director, Health Technology Wales
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¹ This is a live document and therefore subject to change. It will be reviewed and updated annually, or sooner if required.

1. PURPOSE AND REMIT

The Appraisal Panel (AP) is the decision-making body of HTW that generates evidence-based guidance on non-medicine health and social care technologies to inform decisions about implementation and adoption in NHS Wales.

The AP has delegated functions from the HTW Executive Group.

2. SCOPE AND DUTIES

Panel Scope:

- To consider the case for adoption of non-medicine health and social care technologies that are referred by the HTW Assessment Group (AG).
- To make recommendations in guidance documents based on the published evidence and the input of clinical, social and layperson experts.
- To advise on the scope of proposed topics for consideration at future meetings.

Member Duties:

- To attend 75% or more of the meetings of the Appraisal Panel, and nominate a deputy for any meetings not able to attend.
- To read and consider the papers in advance of the meeting.
- To serve as the Topic lead for selected items at the request of the Chair. In doing so, to work with the HTW Team in preparing and presenting the topic evidence at the meetings of the Appraisal Panel.
- To abide by an obligation to declare relevant interests and maintain the confidentiality of the matters discussed at Appraisal Panel meetings.
- Use their professional expertise and networks to highlight health technologies to the Assessment Group which are likely to have significant implications for care in Wales.
- Raise awareness of the HTW and its role and remit, facilitating engagement with their constituent geographical and professional networks and clinical communities.
- Disseminate outputs from HTW among constituent groups and professional networks.

3. DELEGATED FUNCTIONS AND AUTHORITY

The Appraisal Panel is authorised by the HTW Executive Group to review and consider activity within its Terms of Reference. It is authorised to obtain information it requires from the Chair of the HTW Assessment Group in order to discharge its responsibilities.

The establishment of the Appraisal Panel will not conflict, duplicate or substitute for the role and responsibilities of the HTW Assessment Group.

The Panel will carry out functions delegated to it by the HTW Executive Group.

The Panel may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

In addition, HTW may convene short-life working groups to address specific issues and make recommendations for HTW's approval.

4. MEMBERSHIP

The membership of the Appraisal Panel shall be determined by the HTW Chair and HTW Director.

If a member is unable to attend, comments may be sent in advance by email and / or a named deputy with similar expertise sent in their place.

Voting members include:

- Independent health professional/clinician (Chair)
- Independent health professional/clinician (Vice Chair)
- Medical Director representative
- Director of Planning representative
- Director of Therapies & Healthcare Scientists representative
- Director of Nursing representative
- Clinical Network & Senior Clinician representatives across a range of specialties
- Welsh Health Specialised Services Commissioning (WHSSC) representative
- All Wales Medicines Strategy Group (AWMSG)/All Wales Therapeutics & Toxicology Centre (AWTTC) representative
- Life Sciences Hub Wales representative
- NHS Wales Shared Services Partnership (NWSSP) Procurement representative
- Academic Centre(s) representative
- Social care representative (n=2)
- Public Partners (n=2)
- Value based healthcare representative
- Industry representatives (n=2; ABHI & MediWales)
- Regional Partnership Board representative
- Membership should endeavour to include representatives offering geographical spread across North, West and South Wales and all Local Health Boards

The current membership for HTW Appraisal Panel is available on the HTW website.

Other members can be co-opted as and when necessary, at the discretion of the Executive Group.

In attendance

By virtue of the positions held, members of the HTW Executive Group are eligible to attend the HTW Appraisal Panel.

HTW Programme Office and scientific staff will be invited to attend meetings to address specific items of business or may wish to attend as observers. In these circumstances the individuals concerned may participate in discussion of the specific item of business for which they were invited to attend the meeting, and any other item of business where the Chair specifically invites their contribution.

Organisations not already represented on the HTW Appraisal Panel with a relevant continuing interest in the work of HTW may be invited to attend and participate in the meetings with the agreement of the Chair e.g. to provide expert input.

Non-voting members

- Director HTW & Chair of the HTW Assessment Group
- Welsh Government representative

- Executive Group members
- HTW programme and scientific staff
- Observer members - for example new members of staff - may be invited to observe a meeting

5. MEMBER APPOINTMENTS AND SUPPORT

Members shall be appointed initially for a minimum of 18 months before formally reviewing their role on the Panel. During this time a member may resign or be removed by the HTW Executive Group. Once established, new members will be added on a staggered basis. Normal appointment lengths will be three years and then reviewed with a maximum one term renewal.

Members will be appointed on the basis of their individual interest, experience and expertise and as representatives of their professional or lay networks. All geographical NHS boards are invited to nominate a member.

Members have the option of taking on dual-roles within the membership if they can bring expertise in different fields e.g. representing a specific board and a professional group.

Members are expected to attend at least 75% of meetings per year. If they are unable to attend a deputy should be sent in their place.

All reasonable facilities will be provided for members to ensure they have the opportunity to participate fully and equitably in the business of HTW, including virtual meeting facilities.

The Chair must ensure that all members of HTW Appraisal Panel feel able to contribute fully to the Guidance formulation processes. The Chair will lead and direct the HTW Appraisal Panel, encouraging all members to make a full contribution to discussions and ensuring that all appropriate matters are addressed in a timely manner.

Appropriate training and development opportunities will be provided to new and existing members as appropriate.

6. APPRAISAL PANEL MEETINGS

Quorum

At least 50% + 1 of the members (or nominated deputies) must be present to ensure the quorum of the Group.

Meeting which are not quorate will be cancelled.

Members of the Appraisal Panel should notify HTW Programme Office immediately they become aware they are no longer able to attend the Panel on the set date and arrange for their nominated deputy to attend in their place.

Frequency and format of meetings

Meetings will be held up to twelve times per year (typically on the last Tuesday of the month concerned) or otherwise as the Appraisal Panel Chair deems necessary. An annual schedule of meetings for the following calendar year will be produced each August.

The Chair, or Vice Chair in his/her absence, may convene extraordinary meetings of the HTW Appraisal Panel, if required.

Meetings will primarily be held virtually, but a number of face to face sessions may be scheduled per year as appropriate.

Meetings will be held in public, and agenda and minutes will be made available on the HTW website.

7. RELATIONSHIP & ACCOUNTABILITIES

The Appraisal Panel is directly accountable to the Executive Group for its performance in exercising the functions set out in these terms of reference.

The Panel shall embed Velindre NHS Trusts corporate standards, priorities and requirements, e.g. equality and human rights through the conduct of its business.

Members will be required to return / review Declarations of Interest annually and notify the Programme Office of any substantive changes within year. Members will also be required to sign a confidentiality agreement, with all meeting papers to be treated as confidential unless published by HTW.

8. CONDUCT OF MEETINGS

The HTW Programme Office will determine which items appear on the agenda in consultation with the HTW Director and Appraisal Panel Chair.

HTW Appraisal Panel members may also submit items for consideration. Any member wishing to have an item considered for an agenda should notify the Programme Office (healthtechnology@wales.nhs.uk) as soon as possible.

The agenda and papers will be circulated to HTW Appraisal Panel members at least 5 working days in advance of meetings. The order of business will normally follow the agenda but will finally be determined by the Chair. Tabled papers may be accepted with the express agreement of the Chair and only in exceptional circumstances.

No other business will be discussed at the meeting, unless permitted by the Chair.

Unconcluded items will be carried forward to next meeting or concluded electronically.

The agenda will be published on the HTW website within 10 working days of the meeting taking place.

A minute of the meeting will be recorded by the programme office on behalf of the HTW Director - in consultation with the Chair. The names of those members present will be recorded in the minute.

The draft minutes will be circulated with the papers for the following meeting. As the draft minute is not formally considered on the HTW Appraisal Panel agenda, members will be invited to review, comment and approve the minute by email. Once approved, the minutes will be published on the HTW website.

9. VOTING / DECISION MAKING

Decisions will be taken by a simple majority of the voting members. Majority agreement will usually be reached by a consensus without a formal vote. If required, a formal vote shall be taken and, in the case of an equality of votes, the Chair shall have a casting vote.

Only full members of the HTW Appraisal Panel will have voting rights and the decisions will be determined by a simple majority of those members present at a quorate meeting. Those in attendance, observer members and the HTW secretariat will have no voting rights.

A Member shall have the right for his/her dissent to be recorded in the minutes.

10. REPORTING AND ASSURANCE ARRANGEMENTS

The Chair will highlight/escalate appropriate issues discussed when required, to the HTW Executive Group.

11. CHAIR'S ACTION ON URGENT MATTERS

There may, occasionally, be circumstances where decisions need to be taken between scheduled meetings. In these circumstances, the Chair, supported by the HTW Director, may deal with the matter on behalf of the Group, after first consulting with the Accountable Officer. The HTW Director must ensure that any such action is formally recorded and reported to the next meeting for consideration and ratification.

Chair's urgent action may not be taken where the Chair has a personal or business interest in the urgent matter requiring decision.

12. REVIEW

These terms of reference shall be reviewed annually by the Appraisal Panel with reference to the Executive Group.