

Annexe D: Cell Information and Cell terms of reference

Cell Information

A list of the core cells and a descriptive summary are provided in the table below. The cell structure and span of responsibility can be flexed depending on the requirements of the incident, once established each cell should complete a Terms of Reference to clarify the role of the cell, its membership and important deliverables. A template terms of reference is also provided.

Cell	Description
Advice and Guidance	Works across the UKHSA incident response and with external stakeholders to provide evidence informed and consistent principles, advice and guidance to support the response. Ensures that all guidance is high quality, it is evidence based, scientifically accurate, timely and accessible and fulfils health equity requirements.
Clinical and Subject Matter Expert	The clinical and subject matter expert (SME) cell provides coordinated clinical and specialist public health expertise. They liaise with the NHS, ensure that relevant UKSHA clinical and specialist services are appropriately resourced, establish integrated public health principles upon which guidance and the response are based, run technical groups as required (involving academic partners as appropriate) and support advisory committee work.
Communications	Provides recommendations to the IMT on targeted messages and interventions to those most at risk via the communications strategy, which includes a specific objective to tackle health inequalities. Supports development of internal and external communications.
Data, Epidemiology and Analytics	Sets out the data requirements for the incident and supports the management of the data architecture and underlying data flows, coordinates the development of incident related products, epidemiological analysis and provides intelligence and insights to support the IMT, including consideration of data on vulnerable groups.
National and Regional Operations	Provides a single point of contact and coordination mechanism for the nine regional centres, specialist services (Programme Delivery Unit and Border Health), Field Services and National Operations.

People	Coordinates the identification and mobilisation of trained human resource required for the incident.
Policy	Supports the IMT in managing political, policy and parliamentary relationships across HM Government and Devolved Governments via Ministerial and Parliamentary communications and correspondence and resolving emerging policy issues. Has a specific objective to ensure health inequalities are being considered and addressed, including engagement with OGDs with responsibility for vulnerable groups and high-risk settings.
Testing and Diagnostics	Coordinates all aspects of testing, including control materials, links to MHRA, quality, supplies, assay developments, links with suppliers and operational issues. Provides expert advice on molecular diagnostics and genomics.

Incident [insert incident number and name] – [insert Cell name]

Purpose of this document

To outline the function, accountability, membership, and interfaces of the [insert Cell name] cell - within the [insert name of incident].

Background

In response to [enter brief note of the incident/hazard], UK Health Security Agency (UKHSA) stood up a [standard/enhanced-level], national incident and subsequently established a series of specialist incident cells that report into the incident management team (IMT).

The incident [insert Cell name] cell was formed on [enter date], with the first meeting held on [enter date].

Cell Objectives

- [enter, in bullet points format, agreed objectives for the Cell]
-

Membership

The core strategic membership of the [enter Cell name] cell will include:

-

A clear record of membership and the role of each member will be documented at point of Cell stand-up.

Cell membership will be reviewed at an agreed frequency.

Cell meeting invitations will be set with no-forward restrictions to ensure attendance at meetings is limited to Cell members; all requests for additional invites will be managed by the Cell Operations Team and approval by Cell Lead.

Full Cell membership

Name		Email Address	Role	Specialist Area

Incident Accountability & Responsibility

The cell will be led by [insert job role of Cell Lead]. The cell will operate alongside, and support, other cells established for the incident and will work closely with related BAU functions with governance and assurance responsibilities in UKHSA, and with external bodies (especially DHSC), to ensure alignment of governance and assurance.

The [insert Cell name] Cell will mainly work virtually with in-person meetings as necessary, at 10 South Colonnade.

Cell members of the [insert Cell name] Cell will meet [insert meeting frequency] on [insert day and time] with the wider group of incident specialists within UKHSA and selected external organisation stakeholders.

Cell secretariat and operations support will be provided by [insert notes of how this will be resourced] with oversight from the Cell Operations Lead. Meeting invites and the associated scheduling assistant are managed through the cell shared mailbox: [insert shared mailbox address]. A record of actions from cell meetings will be taken and circulated within 48 hours of the meeting taking place; brief notes and actions only.

All correspondence related to the Cell and the incident should be channelled through this shared mailbox, and all documentation/ records management through the designated Microsoft Teams channel. Appropriate access to the mailbox and Teams channel will be managed by the Cell Operations Support Team.

Ongoing governance and assurance activities required after de-escalation of the incident response will be taken forward as per UKHSA's normal processes, having been agreed prior to standing down of the cell.

Deliverables

- [insert, in bullet point format, all agreed deliverables/outputs of the Cell]

Customers/Stakeholders

- Please note who your important customers or stakeholders are

Important dependencies

- Please note any important dependencies that the Cell and IMT need to consider
-

Resource/skills

[insert note of how the Cell will be resourced, what skills are required for each role, include plans identified for surge if required]

Associated Meetings and Interactions

The following meetings may impact the direction of deliverables within the [enter Cell name] cell, and may share cross-cutting themes:

- Incident [insert incident number and name] – [insert meeting name] (insert meeting frequency)
-

NRC[add in incident number] Incident Cells

The following cells have been established for [add in incident number and name]:
[update table below to reflect the cells that are stood up for the incident, noting not all of these cells are required for all incidents, and cells in addition to those listed below may be stood up]

Cell Name	Lead Contacts	Incident mailbox address

Confidentiality

Cell members and non-member attendees must be mindful and respect the confidentiality of any information brought before or discussed at the group meetings.

All material of a confidential nature should be marked OFFICIAL SENSITIVE 'Confidential'

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