



UK Health  
Security  
Agency

# **Science and Research Committee**

## **Terms of Reference**

**May 2025**  
**Version v2.0**

## **1. Purpose**

- 1.1. The UKHSA Advisory Board has established a Science and Research Committee of the Advisory Board to fulfil its functions. The Science and Research Committee will assist the UKHSA Advisory Board by providing scientific support, advice and challenge to the UKHSA Executive.

## **2. Constitution**

- 2.1 The Committee is a mandatory requirement as set out in paragraph 5.16 of the UKHSA Framework Document signed by the Secretary of State for Health and Social Care and the Terms of Reference of the UKHSA Advisory Board.
- 2.2 The Science and Research Committee is an advisory committee with no executive powers; it is not the duty of the Science and Research Committee to carry out any function that properly belongs to the Executive.

## **3. Collaboration**

- 3.1 The Science and Research Committee will work closely with other fora in UKHSA including the:
  - a) the People and Culture Committee recognising the importance of the scientific workforce to success of the agency
  - b) the Science Committee

## **4. Membership**

- 4.1 The Science and Research Committee shall be chaired by a non-executive member appointed by Ministers to the UKHSA Advisory Board and selected and appointed by the UKHSA Chair to the role of Committee Chair.
- 4.2 The members of the Science and Research Committee are:
  - Non-executive Chair
  - Non-executive member
  - Non-executive member (Associate)
  - Chief Scientific Officer
  - Chief Medical Adviser
  - Chief Data Officer
  - Commercial, Vaccines & Countermeasures Delivery Director
- 4.3 Additional experts, who are not members of the Advisory Board, have been invited to participate as unremunerated members of the Science and Research Committee based on their experience and expertise in areas such as industry, and environmental hazards. Current additional experts are:
  - DHSC Chief Scientific Adviser and DHSC Deputy Chief Scientific Adviser
  - International Impact Expert

- 4.4 Topic experts will be invited to contribute to meetings as required.
- 4.5 Observers from Government departments, Go-Science and research funding bodies may be invited to attend meetings.
- 4.6 The Science and Research Committee shall review its membership at least every two years.
- 4.7 Members of the Committee and additional experts are expected to attend all meetings (or send apologies when unavoidably absent) wherever possible. However, on approval of the Chair they may authorise an appropriate colleague to represent them.
- 4.8 The Science and Research Committee may invite individuals with particular expertise, knowledge or experience to provide input on a specific topic or agenda item.

## **5. Reporting**

- 5.1 The Chair of the Committee will provide a verbal update at the following Advisory Board on discussion of the quarterly meeting.
- 5.2 The minutes of each meeting will be shared with the Advisory Board once confirmed by the Committee.
- 5.3 The Advisory Board and Executive Committee will have right of access to everything seen or produced by the Science and Research Committee.

## **6. Remit and responsibilities**

- 6.1 The Science and Research Committee will advise the UKHSA Advisory Board on strategic aspects of its scientific work including:
- The development and implementation of the UKHSA science and research strategy, Strategy in response to new and emerging challenges
  - Help ensure that UKHSA science and research has greatest impact on health outcomes
- 6.2 The Science and Research Committee will advise on the enablers for the delivery of UKHSA's scientific ambitions including:
- The partnerships and collaborations required to deliver the ambitions in the science strategy
  - The infrastructure and facilities needed for the delivery of the strategy
  - The development of scientific careers in UKHSA
  - Provide advice and challenge on how UKHSA identifies, generates and applies scientific evidence and advice
  - Provide advice on any other matters relating to the UKHSA's science seeking contributions from independent subject area experts as required.

- Consideration of matters in relation to scientific skills development, workforce and pay
- 6.3 The Committee will review evidence of impact of the science and research strategy to support the delivery of the UK HAS's scientific ambitions.
- 6.4 The Science and Research Committee will update the Advisory Board on important new developments in science and research and provide advice on change of priorities in the event of public health emergencies or other major developments.
- 7. Meetings**
- 7.1 The Science and Research Committee will meet four times a year. The Chair may convene additional meetings, as they deem necessary.
- 7.2 Science and Research Committee meetings will not be held in public but agreed minutes from meetings will be put on the agenda for public sessions of the UKHSA Advisory Board and published on UKHSA's website with Advisory Board papers (subject to any redactions in line with exemptions under the Freedom of Information Act 2000).
- 7.3 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee no later than seven days before the date of the meeting.
- 8. Quorum**
- 8.1 A minimum of four members of the Science and Research Committee will be present for the meeting to be deemed quorate, at least two of which should be non-executive members.
- 8.2 Where a meeting is not quorate under paragraph 8.1 within one half hour from the time appointed for the meeting, or becomes inquorate during the course of the meeting, the Science and Research Committee members present may determine:
- To adjourn to such time, date and place as they determine or
  - To continue and confirm any decision at the next quorate meeting
- 8.3 The Science and Research Committee may invite individuals with particular expertise, knowledge or experience to provide input on a specific topic or agenda item.
- 9. Secretariat**
- 9.1 The Secretary for the Science and Research Committee will be the Senior Governance Officer or their nominee in the Corporate Governance team.
- 9.2 The Secretary will keep a formal record of all agendas, papers and minutes produced in the course of its business. This will be kept by the Corporate Governance team.

- 9.3 The minutes shall include:
- a) the names of:
    - i. every member present at the meeting;
    - ii. any other person present; and
    - iii. any apologies tendered by an absent member;
  - b) the withdrawal from a meeting, or part of a meeting, of any member on account of a conflict of interest;
  - c) any declaration of interest;
  - d) key points of discussion, recommendations and actions.

**10. Approval and Review**

- 10.1 The Science and Research Committee shall conduct a review of its own effectiveness annually.
- 10.2 The terms of reference of the Committee shall be approved by the UKHSA Advisory Board and reviewed at least every two years.

Date agreed by UKHSA Science and Research Committee: 7 May 2025