

**Honorary Appointments and Attachments: Guidance and Procedures**

1. **About this guidance**
	1. This guidance sets out the definitions that can be used for honorary appointments and attachments. It also aims to clarify the process and the rights and responsibilities in creating, processing and maintaining compliance with these positions.
	2. Honorary academic titles and attachments are an important means of associating people with St George’s, University of London (SGUL). Conferment of the title will generally be approved by Institute Directors.
2. **Honorary appointments**
	1. The honorary title is a prestigious association awarded to people who are not SGUL employees. The following categories do not receive any direct remuneration but are engaged in teaching, research or scholarship. They are often, but not exclusively, NHS employees.
	2. Honorary appointments will usually be for a period of three years but may be renewed. The holding of an honorary appointment shall cease on termination of the external employment which the individual held at the time of the award.
	3. Individuals holding an honorary appointment will be able to use the title in any official correspondence and have access to SGUL premises and hold an email account. It would be expected that they are included in any relevant email groups, for example communication notices.
	4. Categories of honorary appointment include:
		* **Honorary Lecturer** – for people engaged in teaching and/or research activity. Must undertake significant academic duties and academic progression must be part of their appraisal. Academic activity should be reflected within the job plan if one is established.
		* **Honorary Senior Lecturer** - must undertake significant academic duties at a level equivalent to Senior Lecturer (eg making a significant contribution in their field and peer esteem). This title would usually be conferred to consultants appointed by an associated Trust but is not restricted to NHS employees, in which case the job plan, job description etc should contain specific commitments to teaching and/or research and academic progression must be part of their appraisal. The title would be coterminous with the substantive appointment, and a minimum of one Programmed Activity (PA) devoted to academic work will be expected for Trust employees.
		* **Honorary Reader** – as Honorary Senior Lecturer but reflecting the individual’s greater standing in the relevant subject or profession, as established by important contributions to its advancement.
		* **Honorary Research Fellow** – research staff at a level up to Lecturer who are not primarily employed with the University but are undertaking research in partnership with the University. Will include Academic Clinical Fellows, including GP trainees, on George’s Academic Training (GAT).
		* **Honorary Senior Research Fellow** – as Honorary Senior Lecturer but focused on research.
	5. Honorary contracts at all levels shall only be offered to individuals who, in the opinion of the relevant Institute Director, could obtain a position at the equivalent level in a similar institution.
	6. SGUL does not award the title of Honorary Professor. Appointment to Professor occurs via the annual Academic Promotions round. SGUL reserves the right to withdraw an honorary appointment.
3. **Other categories**
	1. Other categories of academic titles for non-SGUL staff are:
		* **Emeritus Reader or Professor** – is a title provided to a retired SGUL Reader or Professor. Recommendations for an emeritus title will be made by the Institute Director to the Vice-Chancellor or nominee. Conferment of title will not establish any contractual relationship. SGUL reserves the right to withdraw an emeritus title without notice. The emeritus title holders will have access to SGUL premises and to hold an e-mail account. In the event of emeritus title holders undertaking regular visits to SGUL and/or undertaking any activity other than of an ad hoc nature, consideration should be given to establishing a paid, contract of employment. SGUL HR should be consulted in such instances. It will be the responsibility of the Institute with which the emeritus is associated to monitor activity, attendance and conduct. Professors or Readers who resign in order to take up another appointment are not eligible for an Emeritus title.
		* **Visiting Researcher, Lecturer, Senior Lecturer, Reader or Professor** (Academic Visitor) - will usually be recognised academics in other UK or international institutions at a comparable level to the title sought. The purpose of the visit will likely to be to gain further specific skills or to follow a course of training which does not lead to an SGUL certificate, diploma or degree. Visiting professors would be unlikely to be undergoing training. Visiting academics may be paid or unpaid and SGUL HR should be consulted in such instances. If paid a contract of employment will be provided by SGUL HR. If unpaid a letter of association will be provided by SGUL HR. It would be expected that the Visiting title is given after the individual’s name, eg Dr X, Visiting Professor. Academic Visitors from international institutions would not be eligible for payment and may require a UK Visa – please consult HR in relation to visa requirements.
		* **University Visitor** - exceptionally for distinguished people from other professions who are seeking to contribute to teaching, research or scholarship at SGUL. Approval to award a title in these circumstances will need to be provided by the Vice-Chancellor or nominee. Consideration will be given to the strategic value of an institutional association with the individual and the academic or professional contribution that the individual may give.
4. **Process**

4.1 A completed ‘Request for Honorary Title’ (see appendix two), ‘Application/Renewal for Honorary Status on the Basis of Undergraduate Medical Student Teaching’ (see appendix three), or ‘Request for Other Academic Title’ (see appendix four) form must be completed and returned to HR prior to the honorary appointment or other category of academic appointment commencing with SGUL.

1. **Authority to award honorary titles**
	1. The table below outlines where the authority to award honorary titles lies.

|  |  |  |
| --- | --- | --- |
| **Appointment Category** | **Authority to award title** | **Administration** |
| Initial appointment to Honorary or Visiting Research Fellow, Senior Research Fellow, Lecturer, Senior Lecturer or Reader | Institute Directors or nominee, via Institute appointment committee, where applicable.  | HR  |
| Honorary appointment promotion (eg from Honorary Senior Lecturer to Honorary Reader or Honorary Reader to Professor) | Academic Promotions Committee | HR |
| Visiting Professor | Relevant Deputy Vice-Chancellor or nominee | HR |
| University Visitor | Vice-Chancellor or nominee  | HR |
| Emeritus Reader or Professor | Vice-Chancellor or nominee on recommendation of Institute Director | HR  |

1. **Attachments**
	1. Attachments concern a collective group of positions that may provide services to or for and on behalf of SGUL but who are generally not paid directly by SGUL (ie are not on SGUL’s payroll). In many cases, the individual will be employed by another organisation and it is this organisation that provides the service. As such, the individual is not under SGUL’s direct supervision, direction and control. In most instances, individuals in attachments require access to the site and facilities at SGUL. Attachments are a SGUL nomenclature and fall outside of the definition of an honorary academic and visiting titles.
	2. The administrative arrangements for all attachments will be the responsibility of the relevant Institute/Department, with support from SGUL HR as required. A completed ‘Request for Attachment’ (appendix six) form must be completed and forwarded to HR prior to the individual attachment commencing.
	3. There are four main types of attachments:
		* **Contractors** (professional consultants, contractors, self-employed, freelancers)– provide services via a firm engaged by SGUL, or occasionally under a personal service company, where the individual is not under SGUL’s supervision, direction or control.
		* **Agency Workers** (interims, temps)- work at SGUL but are paid through an agency or an umbrella company pays their wages. In these instances, SGUL pays a fee to the agency for their work. Agency Workers and temps are considered to be under the supervision, direction and control of SGUL and are subject to the Agency Worker Regulations.
		* **Partnership Employees** – individuals undertaking some work for SGUL but not in an honorary position, for example individuals working in the Clinical Research Facility or NHS administrators requiring access to Canvas. Individuals will be employed by one of our partners, e.g. St George’s Hospital Trust, University of Nicosia, Marshall University or Thomas Jefferson University.
		* **Other Attachments** – includes the following other types of unpaid arrangements:
* **Council Members** – external members of SGUL’s Council.
* **Trainees** – includes clinical trainees on the GAT Academic Foundation Programme.
* **Spin-off Companies** – a Spin-Off Company is wholly or partially owned by SGUL but the employees of the company are employed and paid directly by the spin-off company. Nevertheless, they may undertake work for or on behalf of SGUL.
* **Work experience** – students and graduates undertaking short-term unpaid work experience at SGUL, for example post-graduate students gaining additional research experience while they finish writing their PhD or school students.
* **Unpaid Tutors** – for example Anatomy Tutors who are not paid or unpaid invigilators.
* **Post Graduate Student Associates and Student Ambassadors.**
* **Collaborators’ Employees** – individuals employed by an SGUL partner, for example a student working for an Honorary.
1. **Responsibilities**
	1. Institute Directors will ultimately be responsible for the use of honorary appointments and attachments in their Institutes. On a day-to-day basis Heads of Section/Heads of Centre will be responsible for monitoring the time used by honorary title holders to undertake teaching and research and on the appropriate use of attachments.
	2. Research Institute Managers/Heads of Centre/Heads of Section are responsible for the day-to-day oversight of their honorary title holders and attachments and their use of facilities, as appropriate. All attachments and honorary positions will be created with occupancy end dates and will be subject to regular monitoring and checking at the Institute level.
	3. SGUL HR will be responsible for all guidance and reporting on compliance and supporting good governance by the Institutes. A report on the spread of honorary appointments and attachments will be regularly run by HR.
2. **Expectations of Honorary and Attachments**
	1. High standards of conduct and of performance will be expected of all people associated with SGUL whether by honorary title or attachment. This includes adherence to teaching and research conduct and good practice as defined by SGUL, as well as a commitment to providing an excellent student experience and/or research activity. Commitment to CPD and attendance on appropriate training courses to ensure up to date professional knowledge is also expected. Agreement to meet the commitments made in job plans, appraisals or other agreements made to deliver teaching and/or research are made with the Institute Director or nominee.
	2. More widely, adherence to SGUL’s [Intellectual Property policy](https://www.sgul.ac.uk/about/governance/policies/intellectual-property), data protection, confidentiality requirements, health and safety, diversity and inclusion and all other SGUL and NHS policies (including Follett principles) and procedures (from time to time amended) would apply as appropriate.
	3. Staff on an honorary appointment are required to keep an up to date record of their publications in SGUL’s Current Research Information System (CRIS - <http://www.library.sgul.ac.uk/researchers/cris>) and to upload final accepted manuscripts via CRIS within 3 months of the date of acceptance. They should also use a standard address convention for St George’s, University of London ensuring joint affiliations with the NHS Trust are acknowledged, where appropriate, in line with the current University Research Publications Policy. For guidance, please contact the Library via sora@sgul.ac.uk.
3. **Governance**
	1. In the event of any conduct or capability issues arising the matter will be reported and all applicable SGUL policies and procedures in place at the time will apply.
	2. In the case of concerns raised about a Trust employee holding an honorary appointment, these will be reported to the Medical Director or nominee to be managed under the appropriate NHS procedure. SGUL HR will be informed by the Institute Director of any concerns and will provide advice and support as needed, as well as liaising with the NHS HR team as appropriate.
	3. For other holders of honorary titles or attachments the relevant contract manager will be informed and necessary steps taken in conjunction with the employer of the individual. This may include termination of the contract.
	4. SGUL reserves the right to suspend or withdraw the use of any honorary title without notice. Suspension or withdrawal will result in the suspension or termination of the rights associated with the title.

**Appendix One**

Honorary Process

A diagram showing the process for establishment and approval of an honorary title is set out below.

**Appendix Two**

**REQUEST FOR HONORARY TITLE (RESEARCH)**

|  |
| --- |
| **Details of proposed honorary appointment**Before proposing a title please ensure you have familiarised yourself with the requirements of the Honorary Appointments and Attachments: Guidance and Procedures available on the Portal.  |
| Name, title and Institute and Research Centre/Section of applicant proposing the honorary appointment: |
| Name of proposed honorary appointee: |
| Email address of proposed honorary appointee: |
| Host Institute and Research Centre/Section: |
| Proposed honorary title (please see guidance available on the Portal) |
| Proposed start date: | Proposed end date:(maximum of 3 years) |
| Please ensure you have attached the following: |
| * A letter of support outlining the clear contribution the proposed Appointee will make to the Institute. Examples of contributing activities may include:
	+ A portfolio of research linked to the Institute/Research Centre
	+ Contribution to grant funded activity
	+ Contribution to commercial studies
 |
| * A description of the proposed activity that the proposed appointee will be carrying out
* Up-to-date CV confirming the employment details for the proposed honorary appointee

Please tick to confirm the relevant Centre/Section Head has approved this appointment [ ]  |
|  |
|  |

|  |
| --- |
| **Institute Director approval** |
|  | I confirm I am satisfied this proposal would be beneficial to the Institute and meets the requirements of the guidance and procedures on the award of honorary titles |
|  | I am not satisfied at this stage and require further information from the applicant |
| Signature: Date:Name: |

|  |
| --- |
| HR will check that your application has the Institute Director’s approval and that the necessary paperwork is attached in order for the application to proceed. If any paperwork is missing, HR will return your form to you.Once HR have confirmed that your application has been approved you will need to ensure that the Appointee provides all of the following to HR:* Personal details form
* Proof the of the legal right to work in the UK (copy of passport)

Please note that delays in providing the above may result in a delay in the start date of the honorary appointment. |

|  |
| --- |
| **To be completed by Human Resources** |
| Date received:  |
| **Paperwork complete** |
|  | Start date agreed |
|  | Honorary appointment confirmed to Appointee |
|  | Honorary appointment confirmed to Applicant, Institute Director and Centre/Section Head |
| **Paper incomplete** |  |
|  | Date returned to Applicant |

Please complete this application form along with the Personal details form, Teaching activities checklist, CTF start form (only for CTFs) and attach your CV, Job plan, Trust contract and a scan of your Passport in an email to Radhika Ratra (rratra@sgul.ac.uk)

|  |
| --- |
| **Honorary Title** |
| **Is this application New/Renewal?** | [ ] New  | [ ] Renewal  |

|  |
| --- |
| **Details of Applicant**  |
| **Title:** |       | **Surname:** |       |
| **Forenames:** |       |
| **Sex:** | [ ]  Male [ ]  Female |
| **Telephone number:** |        (Mobile)        (Work)  | **Email address:** |          |
| **Home address:** |  |

|  |
| --- |
| **Details of Employer**  |
| **Name of Trust:** |        |
| **Current Job Title:** |        |

|  |
| --- |
| **Proposed Honorary Title**  |
| [ ]  | Senior Lecturer |[ ]  Clinical Lecturer  |
|[ ]  Clinical Tutor |[ ]  Senior Research Fellow |
|[ ]  Research Fellow |[ ]  Research Assistant |

|  |
| --- |
| **Teaching activities**  |
| **Instructions:** Please read Guidance notes and complete the details of undergraduate teaching activities spreadsheet along with this application form. Please tick the appropriate boxes:  |
| **Delivered regular teaching sessions and/or other related teaching activities (please see activity sheet) equivalent to four hours per week, or pro-rata if applicable, over the last 12 months** |[ ]
| **Formally maintained teaching skills** |[ ]
| **Have you done any of the following or willing to do in the future?** **(Please indicate if ‘done’ or ‘to do’)** |
| Interviewed for selection of medical students |        |
| Acted as an examiner for clinical exams during the last 3 years |        |
| Supervised Student Selected Component(s) (SSCs) |        |
| Other: please specify |        |

|  |
| --- |
| **Appointment information (To be completed by IMBE Staff)**  |
| **Proposed start date:**  |         |  **Proposed end date:**  |        |

|  |  |
| --- | --- |
| **This Application is supported by:**  | **Signature and Date** |
| **Head of Centre of Clinical Education (Professor Philippa Tostevin)** |        |
| **Institute Director** **(Professor Rachel Allen)** |        |

**Appendix Four**

**REQUEST FOR OTHER ACADEMIC TITLE**

|  |
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| This form is for the awarding of other academic titles such as Emeritus Reader or Professor; Academic Visitors (Visiting Researcher, Lecturer, Senior Lecturer, Reader or Professor); or University Visitor. Please see the Honorary Appointments and Attachments Guidance and Procedures for further details. Please do not use this form for the awarding of Honorary appointments or Attachments – see the Portal for the appropriate forms.  |
| Name of proposed appointee: |
| Host Institute:  |
| Academic title proposed (please see guidance available on the Portal): |
| Does the appointee have the appropriate UK visa: Yes / No (If No, please refer  to HR for guidance) |
| Proposed start date: | Proposed end date:(maximum of 3 years except for Emeritus title) |
| Please ensure you have attached the following: |
| * A letter of support
 |
| * A description of the proposed activity that the proposed appointee will be carrying out
 |
| * Up to date CV confirming the employment details for the proposed honorary appointee
 |

|  |
| --- |
| **Institute Director approval (required for awarding Visiting Researcher, Lecturer, Senior Lecturer and Reader)** |
|  | I confirm I am satisfied this proposal would be beneficial to the Institute and meets the requirements of the guidance and procedures on the award of other academic titles |
|  | I am not satisfied at this stage and require further information from the applicant |
| Signature: Date:Name: |

***OR***

|  |
| --- |
| **Deputy Vice-Chancellor approval (required for awarding Visiting Professor)** |
|  | I confirm I am satisfied this proposal would be beneficial to the Institute and meets the requirements of the guidance and procedures on the award of other academic titles |
|  | I am not satisfied at this stage and require further information from the applicant |
| Signature: Date:Name: |

***OR***

|  |
| --- |
| **Vice-Chancellor approval (required for awarding Emeritus or University Visitor titles only)** |
|  | I confirm I am satisfied this proposal would be beneficial to the Institute and meets the requirements of the guidance and procedures on the award of other academic titles |
|  | I am not satisfied at this stage and require further information from the applicant |
| Signature: Date:Name: |

**Appendix Five**

Attachment process

A diagram showing the process for establishment and approval of an attachment is set out below.

**Appendix Six**

**REQUEST FOR ATTACHMENT**

|  |
| --- |
| **Details of attachment** |
| Name of attachment: |
| Supervisor/Manager of attachment: |
| Institute/Department: |
| Type of Attachment (please see guidance in Honorary Appointments and Attachments: Guidance and Procedures available on the Portal) |
| Proposed start date: | Proposed end date:(maximum of 3 years) |
| Please ensure you have attached the following: |
|  |
| * Completed Personal Details form

The person undertaking the attachment will need to visit HR with their original passport/right to work documentation before they can be set up with a University ID pass and IT access. |
|  |

|  |
| --- |
| **Institute Director / Director approval** |
| Signature: Date:Name: |

|  |
| --- |
| **To be completed by Human Resources** |
|  | Start date agreed |
|  | Appointment confirmed to Attachment |



**PERSONAL DETAILS FORM**

**ATTACHMENTS/ACADEMIC VISITOR/WORK EXPERIENCE**

**Section 1: To be completed by attachment/academic visitor/work experience placement**

MALE/FEMALE (delete as appropriate)

MARITAL STATUS (Civil Partnership/Civil Widowed/Dissolved/Divorced/Married/Separated/Single/Widowed/Prefer not to say)

SURNAME................................................ FIRST NAME....................................... MIDDLE NAME ……………………………..

TITLE......... DATE OF BIRTH……/……/……

CURRENT RESIDENTIAL ADDRESS:

……………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………. POSTCODE: …………………………………..

EMAIL ADRESS:

……………………………………………………………………………………………………………………………………………………………

NATIONALITY………………………………………………

PASSPORT NUMBER …………………………………… WORK PERMIT/VISA (if applicable) ………………………………….

N.I. No: /\_\_.\_\_/\_\_.\_\_.\_\_.\_\_.\_\_.\_\_/\_\_/ HOME/MOBILE TEL: ............................................

LINE MANAGER…………………………………………………………………

RIGHT TO WORK IN UK VERIFIED BY…………………………………………………………………(Document seen and copy taken e.g. Passport)

Checked by (Name)……………………………………………………………………………

**NEXT OF KIN/EMERGENCY CONTACT DETAILS**

#### EMERGENCY CONTACT NAME: …………………………………ADDRESS:………………………………………………………………………

#### ……………………………………………………………………………………………………………………….. POSTCODE:…………………….

#### HOME TEL:……………………………...………. MOBILE………………………………………………..WORK…………………………………...

RELATIONSHIP……………………………………………………………………………………………………………………………………………

**HEALTH DETAILS**

Have you in previous employment or training worked with radioactive isotopes or other radioactive material or used ray techniques?

YES/NO\*

If YES, were you provided with any monitoring service? YES/NO?\*

If YES, please provide the name and address of the holder of your Exposure Record?............................................................

…………………………………………………………………………………………………………………………………………………

\* Delete as appropriate. If you reply YES, the Safety, Health and Environment Advisor will contact you.

Processing your Personal Information

I have read St George’s [privacy notice](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/data-protection/privacy-notice) and have provided my explicit agreement to allow St George’s, University of London, to collate, process my personal information in accordance with SGUL Data Protection Policy **YES** [ ]  **NO** [ ]

Further information on Data Protection is stored on the Staff Portal or can be sought from the HR Department or via dataprotection@sgul.ac.uk.

Signed................................................................... ……………………………………………………….Date.....................

**DECLARATION**

I certify that to the best of my knowledge the information I have given above is correct and I understand that any false information may lead to the termination of my contract. I agree to inform my manager of any changes in information when they arise.

Signed.................................................................………………………………………………….Date.....................

**Section 2: To be completed by Human Resources**

Date entered on to ITrent………………….

HR Signature ……………………………………………………………………………….Position……………………………………..

Please complete and return this form to:

HRHelp@sgul.ac.uk

Or

Human Resources Department

St George’s, University of London

Cranmer Terrace

London SW17 0RE

Updated June 2021



**Diversity & Inclusion Monitoring Form**

**Diversity & Inclusion Statement**

St George’s, University of London is committed to providing a second to none quality academic and work

environment for its students and employees. St George’s values and celebrates its diversity and strives to create a positive working and learning environment, where all people are treated with dignity and respect. St George’s aims to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.

**Guidance**

**What is monitoring?**

Monitoring diversity is the process used to collect, store and analyse data about people’s personal details (for example, sex, disability, race), which can be used to:

* highlight possible inequalities
* investigate the underlying causes of those inequalities
* seek to redress any unfairness or disadvantage.

The university has diversity objectives which, in order to be effective, require that we know more about the composition of applicants. The questions in this form are asked so that the university can comply with the legal requirements of the Equalities Act 2010.

There are 9 protected characteristics under the Equalities Act 2010, they are:

Age; Disability; Gender reassignment; Marriage and civil partnership; Pregnancy and maternity ; Race; Religion and belief; Sex and Sexual orientation

**How will this form be used?**

The information contained in this form will be treated in complete confidence and access to it will be strictly restricted. It will be used to monitor and analyse equality and diversity and the impact of university diversity policies and objectives.

**A Personal Details**

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |

**B Marital Status**

|  |  |
| --- | --- |
| Civil Partnership |[ ]  Civil Widowed |[ ]
| Dissolved |[ ]  Divorced |[ ]
| Married |[ ]  Separated |[ ]
| Single |[ ]  Widowed |[ ]
| Prefer not to say |[ ]   |  |

**C Religion or Belief**

|  |  |
| --- | --- |
| Buddhist |[ ]  Christian |[ ]
| Hindu |[ ]  Jewish |[ ]
| Muslim |[ ]  No religion or belief |[ ]
| Sikh |[ ]  Spiritual |[ ]
| Any other religion or belief |[ ]  Prefer not to say |[ ]

**D Ethnic Origin**

|  |  |
| --- | --- |
| Arab |[ ]  Asian or Asian British – Bangladeshi |[ ]
| Asian or Asian British – Indian |[ ]  Asian or Asian British – Pakistani |[ ]
| Black or Black British – African |[ ]  Black or Black British – Caribbean |[ ]
| Chinese |[ ]  Gypsy or Irish Traveller |[ ]
| Irish |[ ]  Mixed – White and Asian |[ ]
| Mixed – White and Black African |[ ]  Mixed – White and Black Caribbean |[ ]
| Other Asian background |[ ]  Other Black background |[ ]
| Other Mixed/Multiple Ethnic background |[ ]  Other White background |[ ]
| White – English, Welsh, Scottish, Northern Irish, British |[ ]  Any other ethnic background |[ ]
| Prefer not to say |[ ]   |  |

**E Gender Identity**

Is your gender identity the same as the gender you were assigned at birth?

|  |  |
| --- | --- |
| Yes |[ ]  No |[ ]
| Prefer not to say |[ ]   |  |

What is your preferred gender identity?

|  |  |
| --- | --- |
| Female |[ ]  Male |[ ]
| Other |[ ]   |  |

Information about gender identity is considered sensitive personal data under the Data Protection Act. We want to make sure that we have permission to store this data for the purposes of monitoring and advancing equality and diversity in higher education. Please indicate if you give us permission to store this information and use it in this way.

|  |  |
| --- | --- |
| Yes |[ ]  No |[ ]

**F Sexual Orientation**

|  |  |
| --- | --- |
| Bisexual |[ ]  Gay Man |[ ]
| Gay Woman / Lesbian |[ ]  Heterosexual/straight |[ ]
| Other |[ ]  Prefer not to say |[ ]

**G Disability**

Disability is recorded on the basis of your own self-assessment.

Under the Equality Act 2010, a person is considered to have a disability 'if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’. ‘Substantial' is defined by the Act as 'more than minor or trivial'. An impairment is considered to have a long term effect if:

* it has lasted for at least 12 months
* it is likely to last for at least 12 months, or
* it is likely to last for the rest of the life of the person.

Normal day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation.  Only serious visual impairments are covered by the Equality Act 2010. For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the Act; neither is an inability to distinguish between red and green. The same logic does not apply to hearing aids. If someone needs to wear a hearing aid, then they are likely to be covered by the Act. However, both hearing and visual impairments have to have a substantial adverse effect on the ability to carry out normal day-to-day activities in order for a person to be covered by the Act.

|  |  |
| --- | --- |
| No known disability |[ ]  Long-standing illness or health condition (such as cancer, diabetes HIV, chronic heart disease, or epilepsy) |[ ]
| Mental health condition (such as depression, schizophrenia or anxiety disorder) |[ ]  Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches) |[ ]
| Social/communication impairment (such as autistic spectrum disorder or resulting from head injury) |[ ]  Specific learning disability (such as dyslexia, dyspraxia or ADHD) |[ ]
| Blind or serious visual impairment uncorrected by glasses |[ ]  Deaf or serious hearing impairment |[ ]
| General learning disability (such as Down's syndrome) |[ ]  Two or more impairments and/or disabling medical conditions |[ ]
| A disability, impairment or medical condition that is not listed above |[ ]  Prefer not to say |[ ]