



IPSWICH  
BOROUGH COUNCIL

## Equality Impact Assessment

### *RTB applicant ID*

Ref: EQIA2019121646

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**Service Area:** Housing

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**Title of report:** RTB applicant ID

**Reference:** EQIA2019121646

#### **What is the report trying to achieve?:**

The purpose of this report is to assess the impact on protected characteristic, specifically concentrating on age and disability. The impact may arise from a proposed change of process within the Right to Buy (RTB) application process.

Currently as part of the RTB application process, IBC requests a photo ID from applicants, specifically passport or photo drivers licence. If this cannot be provided, an alternative of providing a signed photo along with other documents is accepted.

The proposal is to remove the alternative process and ONLY accept a valid passport, photo drivers licence or photo national ID.

The reasons for this are:

- The alternative process is deemed to not be robust enough to confidently verify an applicants identification. This was under the advice from Audit / Fraud
- The application process for applying for one of the accepted ID's has additional verification tools that are not available to IBC within the alternative process.
- Many other Councils don't have an alternative process and only accept passport, photo driver licence or national ID.

- The process of obtaining one of the valid forms of ID is proportionate to the benefit to the applicant which could be up to £82,000.
- The Council has a legal responsibility to protect the public purse and its housing stock. This change in process will assist in preventing fraud.

**What evidence/data is being used to support this equality analysis?:**

Analysis of service data (e.g I-card)

**Supporting documents (if available):**

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**Is there potential for positive or negative impact on any of the protected characteristics?**

- **Age:** *Negative*
- **Disability:** *Negative*
- **Marriage & Civil Partnership:** *No Impact*
- **Race:** *No Impact*
- **Pregnancy & Maternity:** *No Impact*
- **Religion or Belief:** *No Impact*
- **Gender Reassignment:** *No Impact*
- **Sex:** *No Impact*
- **Sexual Orientation:** *No Impact*

**If 'No Impact' explain why**

**If you have identified any negative impacts (above) how can they be minimised or removed?**

- It is recognised that some elderly applicants may not ready have one of the accepted forms of ID.

The request to obtain an accepted ID is not unreasonable and is proportionate considering the points identified previously and is deemed as being achievable irrelevant of age or disability.

- If a protected characteristic, presents a barrier to someone applying on-line due to inadequate IT skills, a paper copy of a passport or driving licence application is available.

The paper passport application can provide on request. <https://www.gov.uk/passport-advice-line>  
A paper drivers licence application is available from many post offices.

- Elderly / disabled applicants may find it more difficult to apply for one of the accepted forms of ID due to a disability.

The passport office has alternative processes to accommodate applicants disabilities.

<https://www.gov.uk/passport-services-disabled>

Guidance on obtaining paper applications and the passport service for disabled applicants will be provided by RTB staff, if needed.

**The report helps us to 'eliminate unlawful discrimination, harassment & victimisation' in the following way(s):**

Identify ways to limit any impact.

**The report helps us to 'advance equality of opportunity...' in the following way(s): .**

**The policy helps us to 'foster good relations...' in the following way(s):** By providing guidance to anyone that may be impacted by the change.