

Lantra Scotland Skills Matching Service

Equality Impact Assessment Record

November 2020

EQUALITY IMPACT ASSESSMENT RECORD

Title of policy/ practice/ strategy/ legislation etc.	Lantra Scotland Skills Matching Service	
Minister	Cabinet Secretary for the Rural Economy and Tourism	
Lead official	Fiona Leslie	
Officials involved in the EQIA	Name	team
	Sara Thorpe Fiona Leslie Helen Mooney	Agricultural Holdings and Women in Agriculture Team
Directorate: Division: Team	Agriculture and Rural Economy Agricultural Policy Division Agricultural Holdings	
Is this new policy or revision to an existing policy?	New	

Screening

Policy Aim and outcomes

The aim of the policy is to provide a Skills Matching Service (SMS), for land based businesses, animal welfare organisations, animal charities, zoos and others in need of help during COVID 19. The service will provide skilled and semi-skilled, paid and unpaid labour, for livestock and animal welfare purposes, whilst maintaining essential public health measures.

The outcomes will be that potential labour shortages due to the pandemic can be avoided and employment found for those who are furloughed, unemployed or seeking experience in an animal welfare role.

This policy will contribute to progress towards the following national outcomes: an inclusive and sustainable economy; thriving businesses and fair work and quality jobs for everyone; and tackling poverty through sharing opportunities.

The Scottish Government is mindful of the three needs of the Public Sector Equality Duty (PSED) - eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity between people who share a protected characteristic and those who do not, and foster good relations between people who share a protected characteristic and those who do not -

and recognises the Skills Matching Service may positively impact on one or more of the protected characteristics¹

However, where any negative impacts have been identified, we have sought to mitigate/eliminate these. We are also mindful that the equality duty is not just about negating or mitigating negative impacts, as we also have a positive duty to promote equality. We have sought to do this through guidance.

Who will it affect?

This policy will primarily impact on those who have skills in the land-based sectors, but also on those who are unemployed and may be looking for lower-skilled work during the pandemic e.g.: fruit picking. It will bring benefits to communities in terms of sustaining rural businesses through a period of uncertainty, ensuring that they continue to function and contribute to the local economy in rural and remote areas. The policy will help towards increased diversity in the industry, as it will make opportunities more accessible to those who are not well represented e.g.: women, young people, ethnic minorities, disabled people.

Where any potential negative impacts have been identified, we will seek to mitigate them by working with the skills matching service and potential employers and through support and guidance available. All staff will undertake unconscious bias refresher training and challenging conversation training, to enable them to work appropriately with employers to promote the benefits of a diverse workforce.

What might prevent the desired outcomes being achieved?

The outcomes will not be met if we do not recruit enough suitable applicants, or if businesses do not use the service to find potential candidates for their workforce. Equally, if the matches are not effective, this will also negatively impact on the reputation of the service and on uptake. Matches will be monitored by follow up phone calls to both employers and employees, in order to find out how the situation is working out. Follow up case studies will be prepared to evaluate the success of a sample of matches. A report will be prepared by Lantra for SG evaluating the success of the service after 6 months, and any issues that arise around equality and protected characteristics will be considered and solutions implemented.

Communication and promotion of the service will be essential to ensure it is used, as will the sharing of positive examples of 'matches'. Therefore during this impact assessment process the importance of accessible communication was highlighted, to ensure that as many people as possible are able to access this service. Different forms of media will be used to promote the service, including podcasts and videos with subtitling. The service will offer people support and assistance with completing the form if it is required, either by

¹ Section 4 of the Equality Act 2010

phone or by video link. As well as the text on the website being in an Easy Read format, a video will also be provided where a farmer explains how the service works. The time-limited nature and budget of the service will not allow for the text to be available into other languages, however were the service to be expanded, this would be re-considered.

Specifically, the EQIA considers impacts on equalities groups based on the three tests it is required to address:

- Does this policy eliminate discrimination for each of the nine protected characteristics? If not is the discrimination justifiable? Can it be mitigated?
- Does this policy advance equality of opportunity between people who share a protected characteristic and those who do not?
- Does this policy foster good community relations between people who share a protected characteristic and those who do not?

The service needs to ensure it does provide good matches between employers and applicants, to ensure the outcomes are met and that as many people as possible are able to access this service.

Stage 1: Framing

Results of framing exercise

The purpose of the policy is essentially to support employers in recruitment and help people find work appropriate to their skill level. As a matching service, which selects individuals primarily on the basis of an application form detailing their skills and experience, it will mitigate against some of the potential discrimination that can arise in the form of unconscious bias, which is more likely at the interview stage. Trained staff will receive the application forms and assess them against consistent criteria, and then attempt to match them with a suitable opportunity. At that point the potential employer will be sent the initial information about the candidate, but without information on protected characteristics. The employer will then arrange to interview the candidate, to check their suitability for the post. Protected characteristics will only be shared at this point, with the applicant's permission. Therefore, the policy has the potential to advance equality of opportunity, as the employer is interviewing the candidate on the basis that they have the skills and experience required, regardless of whether they are a woman, an older or younger person, a disabled person etc.

In the land based industries in Scotland, certain groups are less well represented e.g.: women; some ethnic minorities. There is limited data on ethnic minorities working in these industries. The Agricultural Census shows that 42% of all working occupiers and spouses on Scottish farms are women but that only 7% are the principal farmer. Challenges facing women within the sector were outlined by the Women in Agriculture taskforce², with similar (but different) challenges existing within Forestry³ and Aquaculture⁴. There is work underway to address gender inequality in Scottish Agriculture through the implementation of the WIA taskforce's recommendations. This includes a training programme for Women in Agriculture, designed to build confidence, enhance business skills and develop leadership abilities; as well as policies to improve rural childcare and to address the cultural practice of gendered succession.

Extent/Level of EQIA required

The skills matching service deals with employment opportunities, a key area of inequality for many of the protected characteristics. It is therefore necessary to consider the impact on each of the protected characteristics in turn, and to evaluate these against the three duties of the Equality Act: to eliminate discrimination, advance equality of opportunity, and foster good relations between different groups. It should also be noted that as this is an emergency service, to be set up as a rapid response to the Covid-19 pandemic, that whilst due regard will be given to all possible impacts, it may be beyond the scope of the service to make provision for every eventuality.

² <https://www.gov.scot/publications/final-report-women-agriculture-taskforce/>

³ <http://www.confor.org.uk/media/246063/confor-genderanddiversityinforesstryinscotlandfeb2016.pdf>

⁴ <https://www.scottishaquaculture.com/opportunities/women-in-scottish-aquaculture/>

Stage 2: Data and evidence gathering, involvement and consultation

Include here the results of your evidence gathering (including framing exercise), including qualitative and quantitative data and the source of that information, whether national statistics, surveys or consultations with relevant equality groups.

Characteristic ⁵	Evidence gathered and Strength/quality of evidence	Source	Data gaps identified and action taken
AGE	<p>Of the total number of occupiers and spouses on farms, crofts and smallholdings, only 9.5% are under 41, whilst 34% are over 64.</p> <p>There is therefore an inequality and lack of representation of younger people in the industry.</p> <p>In 2018/19, of 16 -19 years olds, 16 year olds had the highest participation rate in education, employment and training of 99.0% compared to 19 year olds who had the lowest participation rate of 83.9%.</p>	<p>Agricultural Census Data (RESAS)</p> <p>SG Equality Evidence finder http://www.equalityevidence.scot/</p>	<p>The SMS Service will ensure that it is fully accessible, regardless of connectivity or IT skill level. Whilst the primary means of engagement is online, a helpline number will be provided that people can use to gain support, and it should be possible for details to also be taken in this way.</p> <p>Age will be recorded in bands on the SMS form, but will not be provided to the employer unless there is a commitment to interview.</p>
DISABILITY	<p>The unemployment rate for disabled people (aged 16-64) in Scotland was 9.4% in 2018, compared with an unemployment rate of 3.6% for non-disabled people.</p> <p>in 2018, almost half of disabled people (16-64 years) in Scotland were economically inactive (49.7%), compared with 15.9% of non-disabled people.</p>	<p>SG Equality Evidence finder http://www.equalityevidence.scot/</p>	<p>As above, where individuals might experience challenges in completing the form, they will be able to obtain help through email or phone.</p> <p>Any restrictions that an employer should be aware of will be recorded in the SMS, but will not be provided to the employer unless there is a commitment to interview. The text on the website is an Easy Read format</p>

⁵ Refer to Definitions of Protected Characteristics document for information on the characteristics

			and a simple video will explain how the service works. The service has been made as accessible as possible in the time frame available.
SEX	<p>The Agricultural Census shows that 42% of all working occupiers and spouses on Scottish farms are women but that only 7% are the principal farmer.</p> <p>Women are under-represented at all levels of the agricultural industry. https://www.gov.scot/publications/women-farming-agriculture-sector/</p> <p>86.9 per cent of men in employment are in full time employment compared to 57.5 per cent of women.</p> <p>The Gender pay gap in Scotland (women earn less) is 7.1%</p> <p>Women do the majority of unpaid care for children, older people, sick people and disabled people; and Women are twice as likely to give up paid work in order to care.</p>	<p>SG Equality Evidence finder http://www.equalityevidence.scot/</p> <p>Close the Gap, 2020 / Engender 2020</p>	<p>Sex will neither be recorded on the SMS, or provided to the employer, with the name only passed on when there is a commitment to interview.</p>
PREGNANCY AND MATERNITY	<p>In 2005, the Equal Opportunities Commission conducted a formal investigation into pregnancy and maternity related discrimination. This predates the reform of equality legislation in Great Britain, in the Equality Acts of 2006 and 2010. This inquiry reported that "almost half" of all pregnant women experience "some form of disadvantage at work, simply for being pregnant or taking maternity leave. 30,000 are forced out of their jobs" (p.4).</p>	<p>https://www.gov.scot/publications/scottish-government-equality-outcomes-pregnancy-maternity-evidence-review/pages/5/</p>	<p>Due to restrictions around pregnancy and COVID19, anyone in this category should be linked to the appropriate health advice around shielding</p>

	<p>This same report highlighted the potential loss in earnings for women returning to work, from between five percent and 14% for women on lower incomes, and that 1 in 5 women returning to work after maternity leave were placed on a lower level of job.</p>		
GENDER REASSIGNMENT	<p>Very limited data available on trans people in the UK.</p> <p>Estimated to be in the region of 1% of the population.</p> <p>Almost one in five LGBT staff (18 per cent) have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</p> <p>One in eight trans people (12 per cent) have been physically attacked by customers or colleagues in the last year because of being trans.</p> <p>Almost a third of non-binary people (31 per cent) and one in five trans people (18 per cent) don't feel able to wear work attire representing their gender expression.</p>	<p>Stonewall</p> <p>LGBT in Britain Work Report, 2018</p> <p>https://www.stonewall.org.uk/lgbt-britain-work-report</p>	<p>Not recorded within the SMS as beyond the scope of the service.</p>
SEXUAL ORIENTATION	<p>In 2018, people who identified as 'LGB and other' were twice as likely to be unemployed compared to those who identified as 'heterosexual' (4.0 percent versus 2.0 per cent). It is important to note that a higher proportion of those identifying as 'LGB and other' were in the age groups 16-24 and 25-34,</p>		<p>Not recorded within the SMS as beyond the scope of the service.</p>

	<p>which were also the age groups where unemployment was higher. Therefore, the statistical inequality may be more about age than sexual orientation.</p>		
RACE	<p>The employment rate for the Minority Ethnic population aged 16 to 64 was 59.3 per cent. This is lower than the rate for white British/Scottish population (75.7 per cent) giving a gap in employment rates between minority ethnic and white of 16.4 percentage points.</p> <ul style="list-style-type: none"> The white British/Scottish population has consistently had an employment rate that exceeds the Minority Ethnic population. The Minority Ethnic employment gap was much higher for women than men. For women the gap was 22.0 percentage points and for men it was 9.5 percentage points. The gap in the employment rate for the Minority Ethnic population was largest for ages 16 to 24 (26.1 percentage points); followed by ages 25 to 34 (25.3 percentage points), ages 35 to 49 (15.0 percentage points), and ages 50 to 64 (3.1 percentage points). <p>There are approximately 7,000 Seasonal workers employed in Scottish Agriculture every year – many of whom come from Eastern European countries.</p>	<ul style="list-style-type: none"> APS 2019 	<p>The SMS will offer equal opportunities to applicants, regardless of ethnicity. Staff are trained in assessing applications on the basis of skills and having had unconscious bias training, are aware of the issues around making unconscious judgements about people's names.</p> <p>There is currently a lack of data regarding ethnicity within the agricultural industry, however there are plans to include a question on this in the next Agricultural Census.</p>
RELIGION OR BELIEF	<p>Faith Community Members (In Scotland): Buddhist 12,795 Christian 2,850,199 Hindu 16,379</p>	<p>2011 Census</p>	<p>Not recorded within the SMS as beyond the scope of the service.</p>

	<p>Jewish 5,887 Muslim 76,737 Sikh 9,055 Other 15,248</p>		
<p>MARRIAGE AND CIVIL PARTNERSHIP (the Scottish Government does not require assessment against this protected characteristic unless the policy or practice relates to work, for example HR policies and practices - refer to Definitions of Protected Characteristics document for details)</p>	<p>In Scottish Agriculture as a whole:</p> <ul style="list-style-type: none"> • 83 % of full-time and part-time working spouses are women <p>Excluding crofts and smallholdings:</p> <ul style="list-style-type: none"> • 91% of farm spouses are women 	<p>Agricultural Census data (RESAS)</p>	<p>Not recorded within the SMS as beyond the scope of the service.</p>

Stage 3: Assessing the impacts and identifying opportunities to promote equality

Having considered the data and evidence you have gathered, this section requires you to consider the potential impacts – negative and positive – that your policy might have on each of the protected characteristics. It is important to remember the duty is also a positive one – that we must explore whether the policy offers the opportunity to promote equality and/or foster good relations.

Do you think that the policy impacts on people because of their age?

Age	Positive	Negative	None	Reasons for your decision
Eliminating unlawful discrimination, harassment and victimisation	x			Skills matching service recruitment on basis of skills and suitability for post, rather than age. Protected characteristics only shared with the permission of the applicant when there is commitment to interview. This supports employers to make decisions based on skills rather than specific characteristics. This means age discrimination is less likely.
Advancing equality of opportunity	x			Allows for individuals regardless of age to get critical work experience in animal welfare settings. Also increases the scope of recruitment by increasing the range of applicants (geographic and sectoral) as currently recruitment is often through word of mouth only.
Promoting good relations among and between different age groups	x			Aimed at all people of working age. Suitable matches can potentially promote good relations between different age groups, especially where an older farmer has employed a younger person. As above, protected characteristics only shared with the permission of the applicant when there is commitment to interview.

Do you think that the policy impacts disabled people?

Disability	Positive	Negative	None	Reasons for your decision
Eliminating unlawful discrimination,	x			As above, 'information that an employer should know' is only shared when there is a commitment to interview, to

harassment and victimisation				ensure that there is no discrimination in the assessment of applications.
Advancing equality of opportunity	x			Due to the above, disabled people are potentially more likely to get to interview stage and hopefully to be appointed.
Promoting good relations among and between disabled and non-disabled people	x			<p>Due to very low numbers of applicants / vacancies it is unlikely there will be more than one applicant per business, or that there will be a high enough number of applications from those with disabilities for this to be measurable. Lantra itself is a Disability Confident Employer and where it can shares this practice with others (see Skills Summit report). Where there are positive examples however, case studies will be shared.</p> <p>Translating the guidance into Easy Read could help to eliminate discrimination, but is also designed to promote equality of opportunity and to foster good relations between people by ensuring access to information for people who have a distinct communication need and those who do not.</p>

Do you think that the policy impacts on men and women in different ways?

Sex	Positive	Negative	None	Reasons for your decision
Eliminating unlawful discrimination	x			Applications screened and sorted based on skills, not sex.
Advancing equality of opportunity	x			Offering women (an under-represented group in land-based industries) greater opportunities to get experience working in animal welfare and agricultural settings.

Promoting good relations between men and women	x			By helping to increase the range of applicants for vacancies, there will be a corresponding increase in the number of applicants that are women. Increasing applications from women may help to address the historical gender imbalance in this industry and help to foster good relations. This could also demonstrate to employers, who are predominantly men, that women are keen and able to work in these roles, when the vacancies are communicated and 'advertised' openly (as opposed to a discussion at the mart).
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Do you think that the policy impacts on women because of pregnancy and maternity?

Pregnancy and Maternity	Positive	Negative	None	Reasons for your decision
Eliminating unlawful discrimination			x	As this will mainly be operating during the pandemic, pregnant women have been encouraged to shield. It may be that some could miss out on opportunities as a result, but this would not be due to the SMS service.
Advancing equality of opportunity			x	As above.
Promoting good relations			x	As above.

Do you think your policy impacts on people proposing to undergo, undergoing, or who have undergone a process for the purpose of reassigning their sex? (NB: the Equality Act 2010 uses the term 'transsexual people' but 'trans people' is more commonly used)

Gender reassignment	Positive	Negative	None	Reasons for your decision
Eliminating unlawful discrimination	x			As mentioned earlier, the skills matching service will help to ensure recruitment is based on skills and suitability for post. Whether someone is trans will not be recorded or shared with employers.

Advancing equality of opportunity	x			As above
Promoting good relations	x			As above, when they are in post, or even at interview, it should be clear that this would not impact on their capability for the role.

Do you think that the policy impacts on people because of their sexual orientation?

Sexual orientation	Positive	Negative	None	Reasons for your decision
Eliminating unlawful discrimination	x			As mentioned earlier, the skills matching service will help to ensure recruitment is based on skills and suitability for post, and not be influenced by sexual orientation. Only recorded protected characteristics will be shared with the permission of the applicant when there is commitment to interview, and as above this is not one that is recorded (GDPR requires that only what is relevant to the task is recorded).
Advancing equality of opportunity	x			As above
Promoting good relations	x			As above, when they are in post, or even at interview, it should be clear that this would not impact on their capability for the role.

Do you think the policy impacts on people on the grounds of their race?

Race	Positive	Negative	None	Reasons for your decision
Eliminating unlawful discrimination	x			As mentioned earlier, the skills matching service will help to ensure recruitment is based on skills and suitability for post, and should not be influenced by race. Information on the applicant is only shared with the employer when there is commitment to interview, and race is not a factor that is recorded during their application.

Advancing equality of opportunity	x			As above
Promoting good race relations	x			As above, when they are in post, or even at interview, it should be clear that this would not impact on their capability for the role.

Do you think the policy impacts on people because of their religion or belief?

Religion or belief	Positive	Negative	None	Reasons for your decision
Eliminating unlawful discrimination	x			The SMS matching process is based on skills and suitability for post, and should not be influenced by religion or belief, not least as this is not recorded, so it can't be shared when there is commitment to interview.
Advancing equality of opportunity	x			As above
Promoting good relations	x			As above, when they are in post, or even at interview, it should be clear that this would not impact on their capability for the role.

Do you think the policy impacts on people because of their marriage or civil partnership?

Marriage and Civil Partnership⁶	Positive	Negative	None	Reasons for your decision
Eliminating unlawful discrimination	x			The SMS matching process is based on skills and suitability for post, and will not be influenced by marital status, not least as this is not recorded, so it can't be shared when there is commitment to interview.

⁶ In respect of this protected characteristic, a body subject to the Public Sector Equality Duty (which includes Scottish Government) only needs to comply with the first need of the duty (to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010) and only in relation to work. This is because the parts of the Act covering services and public functions, premises, education etc. do not apply to that protected characteristic. Equality impact assessment within the Scottish Government does not require assessment against the protected characteristic of Marriage and Civil Partnership unless the policy or practice relates to work, for example HR policies and practices.

Stage 4: Decision making and monitoring

Identifying and establishing any required mitigating action

Have positive or negative impacts been identified for any of the equality groups?	There is no negative discrimination, but there is positive impact through the increased diversity in applications, through the reduced potential for unconscious (or conscious) bias during the initial screening phase.
Is the policy directly or indirectly discriminatory under the Equality Act 2010 ⁷ ?	No
If the policy is indirectly discriminatory, how is it justified under the relevant legislation?	N/A
If not justified, what mitigating action will be undertaken?	N/A

Describing how Equality Impact analysis has shaped the policy making process

Undertaking this impact analysis has been a very useful exercise. This is a rapidly developing project and it is helpful to stop to think about the wider implications of what is intended to be a rapid 'tool' to help a sector that could be negatively impacted by COVID-19 infections and/or the associated travel restrictions.

The EQIA process has helped us particularly to consider the accessibility of information to those with various disabilities, and to widen the means of communications used both to promote and to use the service. This will lead to better outcomes for disabled people in accessing employment opportunities. The recommendation of candidates on the basis of skills and experience only, will lead to better outcomes for other groups as well, including women and ethnic minorities, who are traditionally not well represented in the agricultural industry. This increase in diversity will improve outcomes for rural communities and foster good relations between individuals across the protected characteristics.

Moreover, the importance of increasing the openness of vacancies and the means used to advertise them, has been emphasised. Recruitment through 'word of mouth' (less possible during COVID, but previously the norm in many land based businesses), discriminates by reducing the pool from which candidates can be selected. Rural communities will benefit from a widening of the labour pool, as this ensures those with the strongest skills will be recruited.

⁷ See EQIA – Setting the Scene for further information on the legislation.

This analysis has indicated that an open and transparent system that goes beyond the current restrictions is important, but that this would need to be developed in partnership with those representing the sector, so that it is not seen as a 'hurdle', but rather support in ensuring they are able to attract the right people with the right skills.

When the restrictions ease and there is an opportunity to 'take stock', Lantra should produce a report regarding the 'numbers' of who applied for the SMS, the vacancies listed with them, and an analysis of the successful matches, to ensure that learning can be effectively applied to any longer term solution.

Carrying out the EQIA has also emphasised some of the gaps in our data relating to protected characteristics of those working within Scottish agriculture. These gaps require to be addressed and we will work with colleagues in our RESAS division to ensure that going forward, we do collect data on factors such as ethnicity, disability, sexuality etc.

Monitoring and Review

A report on the above should be made available by Lantra by the end of August. This report will provide data from the employers and employees who used the service, to evaluate their experiences and how successful the matching service has been. This data should be analysed in terms of the protected characteristics (as far as the data collected will allow) in order to ascertain whether more could be done to increase the diversity of those using the service. Any further development of the skills matching service (e.g.: potentially as part of the ongoing civtech project to build a Rural Skills Hub) should use the evidence gathered in this EQIA and in the report, to ensure that those elements that could not be incorporated in the first phase (e.g.: translations in other languages, BSL) are fully considered and implemented where possible.

Stage 5 - Authorisation of EQIA

Please confirm that:

- ◆ This Equality Impact Assessment has informed the development of this policy:

Yes No

- ◆ Opportunities to promote equality in respect of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation have been considered, i.e.:

- Eliminating unlawful discrimination, harassment, victimisation;
- Removing or minimising any barriers and/or disadvantages;
- Taking steps which assist with promoting equality and meeting people's different needs;
- Encouraging participation (e.g. in public life)
- Fostering good relations, tackling prejudice and promoting understanding.

Yes No

- ◆ If the Marriage and Civil Partnership protected characteristic applies to this policy, the Equality Impact Assessment has also assessed against the duty to eliminate unlawful discrimination, harassment and victimisation in respect of this protected characteristic:

Yes No Not applicable

Declaration

I am satisfied with the equality impact assessment that has been undertaken for the Lantra Skills Matching Service and give my authorisation for the results of this assessment to be published on the Scottish Government's website.

Name: John Kerr

Position: Head of Agriculture Policy Division

Authorisation date: 1 October 2020



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This publication is available at www.gov.scot

Any enquiries regarding this publication should be sent to us at

The Scottish Government
St Andrew's House
Edinburgh
EH1 3DG

ISBN: 978-1-80004-225-4 (web only)

Published by The Scottish Government, November 2020

Produced for The Scottish Government by APS Group Scotland, 21 Tennant Street, Edinburgh EH6 5NA
PPDAS780106 (11/20)

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