

IPSO Annual Report

Period covered: 8th September 2014 to 31st December 2014

1.0 Factual Information about the Regulated Entity

1.1 The Regulated Entity

The Regulated Entity, Immediate Media Co., comprises two main publishing companies:

- Immediate Media Company London Limited; and
- Immediate Media Company Bristol Limited.

1.2 Titles Published

Title	Frequency (approx.)	Print edition	Digital edition
220 Triathlon	Monthly	X	X
Alphablocks	Monthly	X	
BBC Good Food	Monthly	X	X
BBC History	Monthly	X	X
BBC Music	Monthly	X	X
BBC Wildlife	Monthly	X	
Bikeradar	Website		
Blossom	Monthly	X	
Bob The Builder	Monthly	X	
Cardmaking & Papercraft	Monthly	X	X
Cbeebies Art	Monthly	X	
Cbeebies Specials	Monthly	X	
Cbeebies Magazine	Fortnightly	X	
Countryfile	Monthly	X	X
Craftseller	Monthly	X	X
CrossStitcher (under CMA hold separate)	Monthly	X	
Cross Stitch Card Shop	Bi-Monthly	X	X

Title	Frequency (approx.)	Print edition	Digital edition
Cross Stich Collection (under CMA hold separate)	Monthly	X	
Cross Stitch Crazy	Monthly	X	X
Cross Stitch Favourites	Bi-Annually	X	X
Cross Stitch Gold	Monthly	X	X
Cycling News	Website		
Cycling Plus	Monthly	X	X
Doctor Who Adventures	Weekly	X	X
Easy Cook	Bi-Monthly	X	X
Eating Living Gluten Free	Monthly	X	X
Enjoy Cross Stitch	Bi-Annually	X	X
Essential Cycling (bookazine series)	Various	X	X
Fabulous Knits	Bi-Annually	X	
Focus	Monthly	X	X
Gardeners' World	Monthly	X	X
Gardens Illustrated	Monthly	X	X
Get Into... (bookazine series)	Various	X	X
Giro D'Italia Guide	Annually	X	X
Girl Talk	Bi-Weekly	X	X
Girl Talk Art	Monthly	X	
GolfMagic.com	Website		
History Revealed	Monthly	X	X
Homes & Antiques	Monthly	X	X
Horrible Histories	Monthly	X	X
In the Night Garden	Bi-Weekly	X	
Junior	Website		
Knit Today	Monthly	X	X
Lego Legends of Chima	Monthly	X	
Lego Ninjago	Monthly	X	
Lonely Planet	Monthly	X	X

Title	Frequency (approx.)	Print edition	Digital edition
Lonely Planet Traveller Dream Trips (bookazine)	Annually	X	X
Love Baking series	Quarterly	X	
Love Crafting	Bi-Annually	X	
Love Crochet	Annually	X	
Love Knitting	Bi-Monthly	X	
Love Patchwork & Quilting	Bi-Monthly	X	
MadeForMums.com	Website		
Make Christmas Cards	Annually	X	
Match of the Day	Weekly	X	
Mega	Monthly	X	
Mike The Knight	Monthly	X	
Mollie Makes	Monthly	X	X
Mountain Bike UK	Monthly	X	X
Mr Men & Little Miss	Variable	X	
Octonauts	Monthly	X	
olive	Monthly	X	X
OutdoorsMagic.com	Website		
Papercraft Inspirations	Monthly	X	X
Perfect Wedding	Monthly	X	X
Peter Rabbit	Weekly	X	
Prima Baby & Pregnancy	Monthly	X	X
ProCycling	Monthly	X	X
Quick Cards Made Easy	Monthly	X	X
Radio Times	Weekly	X	
Radio Times Crossword puzzle book	Bi-Annually	X	
Radio Times Film Guide	Annually	X	
Simply Crochet	Monthly	X	X
Simply Knitting	Monthly	X	X
Simply Sewing	Monthly	X	X

Title	Frequency (approx.)	Print edition	Digital edition
Sky At Night	Monthly	X	X
Something Special	Monthly	X	
The Knitter	Monthly	X	X
The World of Cross Stitching	Monthly	X	X
Top Gear	Monthly	X	X
Top Gear New Car Buyers Guide	Annually	X	X
Top of the Pops	Monthly	X	X
Tour de France Guide	Annually	X	X
Toybox	Monthly	X	
Tree Fu Tom	Monthly	X	
Ultimate Cross Stitch	Bi-Annually	X	
Urban Cyclist	Monthly	X	X
Visordown.com	Website		
What Mountain Bike	Monthly	X	X
Who Do You Think You Are?	Monthly	X	X
You & Your Wedding	Bi-Monthly	X	X
Your Family Tree (under CMA hold separate)	Monthly	X	

1.3 Responsible Person

The Regulated Entity's responsible person is Katherine Conlon, Head of Legal Affairs.

1.4 Overview

The Regulated Entity is a special interest content and platform business.

It was formed on 1st November 2011 following BBC Worldwide's sale of its magazines business and the merger of BBC Magazines with Origin Publishing and Magicalia. In 2014 the Regulated Entity expanded further by acquiring Future's sports and craft titles.

The Regulated Entity's wholly-owned brands include Radio Times, olive, Homes & Antiques and highly successful specialist titles including Cycling Plus, Perfect Wedding and The World of Cross-Stitch. It also publishes Top Gear, Good Food and EasyCook

magazine on behalf of BBC Worldwide; and a number of other titles, including BBC History, Gardeners' World, Focus and the CBeebies portfolio, under licence.

2.0 Internal Guides

The following guides and codes of practice are available to editorial staff on the Regulated Entity's intranet:

- The Editors' Code
- Legal Handbook
- BBC Editorial Guidelines (all BBC titles are subject to BBC Guidelines) (<http://www.bbc.co.uk/editorialguidelines/guidelines>)
- Media Law & Ethics Training Slides (following training by external media law expert, David Banks)
- National Union of Journalists Code of Conduct

3.0 Compliance Procedures

How the Regulated Entity deals with:

3.1 Pre-publication guidance under regulation 4.5

Our editorial teams have been trained in various aspects of media law and many have attended professional journalism courses or have post-graduate qualifications in journalism and allied subjects. Our editorial staff on all brands aim to identify potential issues in editorial copy and are accustomed to submitting such copy to the in-house legal team for pre-publication review. The in-house legal and editorial teams then work together to ensure that any potential issues are resolved in good time prior to publication. Where necessary, the in-house legal team will instruct external lawyers for specific legal advice.

The Regulated Entity has not yet needed to seek pre-publication guidance from IPSO. However, we are grateful that such guidance is available and will contact IPSO for advice on the Editors' Code or public interest provisions, if and when required.

3.2 Verification of stories

Journalists and Editors take all appropriate steps to confirm stories as accuracy and authority are at the heart of the Regulated Entity's many titles.

3.3 Compliance with the Editors Code

Copies of the Editor's Code are made available to all editorial staff (via email and on the intranet). Compliance is reviewed on a monthly basis and any material issues arising are raised at the monthly board meeting of our executive and shareholders.

3.4 Editorial Complaints, Determined under Regulation 19

The Regulated Entity has an IPSO-compliant standard complaints policy and procedure across all publications (<http://www.immediate.co.uk/complaints-escalation/>), links to

which are published on the website of each title or within the relevant publication. This sets out the information that needs to be provided so that the Regulated Entity can fully investigate and attempt to resolve the complaint in-house within the timeframe set out in the policy. Members of the public can access the policy and register an editorial complaint by submitting a complaint in writing either by post to the company address or by email to editorialcomplaints@immediate.co.uk.

Although the Regulated Entity is yet to directly receive such a complaint under the published procedure, if such a complaint were to be received, the Regulated Entity would log it on a complaints record and then it would be assessed by the Regulated Entity's in-house legal team, who would seek to resolve the matter with the complainant.

Complaints that fall outside the procedure are referred to the relevant department or the in-house legal team.

Radio Times has a dedicated Reader Services team which deals with reader issues as they come in or fields them to the legal team where appropriate (e.g. if there is a risk that a complaint falls under the Editors' Code).

3.5 Training of Staff

The in-house legal team briefed each of the editors when IPSO was formed (and supplied them with the relevant PPA guidance) and the editors cascaded this information to their editorial teams.

The in-house Legal team at Immediate provides training to all new and returning staff at their point of entry into the business. New joiners attend legal induction training sessions which include relevant aspects of media law as well as highlighting the tools and guidance available to them on the intranet. This initial training covers many aspects of law and regulation and is intended to ensure that all staff understand the importance of compliance and understand where within the organisation they can access help, advice and further training. We work with our HR team and senior staff to identify groups of staff who require more in-depth training on any given issue (which could, within an organisation like ours, include training on advertisements, on the marketing of financial products, on editorial compliance and so on). Our intranet includes links for staff to the key industry codes.

The in-house legal team regularly runs open-invitation training sessions on media law, competition law, advertising and other areas of law and regulation for all editorial staff across all offices.

In Spring/Summer 2014 the in-house legal team organised compulsory media law training for editorial teams which was delivered by media law expert David Banks; the intention is to run similar training again later this year.

The legal team is currently considering the engagement of an external training provider for IPSO-specific training (e.g. Press Association). When the new version of the Editors'



Code is finalised, editors will be briefed in person on the material changes, and all editorial staff informed of those changes by email. Of course, our ongoing training will be updated to reflect the new Code.

Editorial staff working on BBC titles are required to undertake online training to demonstrate their knowledge and understanding of the BBC Editorial Guidelines as and when requested by the BBC/BBC Worldwide.

4.0 Adverse Adjudications

There have been no adverse adjudications against the Regulated Entity.

SIGNED:

On behalf of Immediate Media Co.

Submitted to IPSO: 11/09/2015