

## IPSO Annual Report

Period covered: 1st January 2016 to 31st December 2016

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### 1.0 Factual Information about the Regulated Entity

#### 1.1 The Regulated Entity

The Regulated Entity, the Immediate Media Company group, includes two companies responsible for publishing magazines, digital editions, websites and allied products. They are:

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

#### 1.2 Titles published by the Regulated Entity

Please see the Appendix.

#### 1.3 Responsible Person

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

#### 1.4 Overview

The Regulated Entity is a special interest content and platform business. Its wholly-owned brands include Radio Times, olive, Homes & Antiques and highly successful specialist titles including Cycling Plus, Perfect Wedding and Mollie Makes.

It also publishes Top Gear 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.

The Regulated Entity also has a thriving branded content and customer publishing business and is responsible for providing varied publishing services in relation to the magazines of many third parties, including the Royal Opera House and English Heritage. Where the Regulated Entity has editorial responsibility for any such title, it has been listed in the Appendix.

In June 2016, the Regulated Entity sold the website Outdoorsmagic.com to Factory Media. A number of other titles were closed during the year in the ordinary course of business, as noted in the Appendix.

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## 2.0 Internal guides

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

- the IPSO Editors' Code;
- the Regulated Entity's own Legal Handbook and other advice notes;
- BBC Editorial Guidelines (the BBC titles published by the Regulated Entity are subject to these Guidelines in addition to the Regulated Entity's own guidance and the IPSO Editors' Code) (<http://www.bbc.co.uk/editorialguidelines/guidelines>);
- training materials on media law & ethics; and
- the 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 are trained in all relevant aspects of media law and regulation. Many of our journalists have graduate or post-graduate qualifications in journalism and allied subjects. The Regulated Entity's legal team delivers bespoke training on a regular basis. These sessions are open to all staff, although new joiners are targeted specifically.

Editorial staff on all brands aim to identify potential legal and regulatory 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 pre-publication 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 if and when required.

### 3.2 Verification of stories

Journalists and Editors take all necessary steps to verify stories. The Regulated Entity's business is founded on the longstanding trust of its readers and so accuracy and authority are at the heart of our journalism.

### 3.3 Compliance with the Editors' Code

Copies of the Editors' Code are available to all editorial staff on the Regulated Entity's intranet. Key changes to the Editors' Code are flagged by the in-house legal team to all journalists by email and using other internal communications as they occur.

Compliance is reviewed on a monthly basis and 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 policy 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](mailto:editorialcomplaints@immediate.co.uk).

Complaints are reviewed by the Regulated Entity's in-house legal team, who involve the appropriate members of editorial staff and seek to resolve the matter with the complainant.

Radio Times, the Regulated Entity's largest title, has a dedicated Reader Services team which deals with reader issues and liaises with the legal team as necessary.

### **3.5 Training of staff**

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 and an introduction to the work of IPSO 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.

The Regulated Entity's HR team identifies 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. IPSO forms a fundamental part of this training and is discussed at every media law training session.

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

## 4.0 Adverse Adjudications

There have been no adverse adjudications against the Regulated Entity.

SIGNED:



Katherine Conlon

on behalf of the Immediate Media Company group

Submitted to IPSO: 17 March 2017



## APPENDIX

Title	Frequency (approximate)	Print edition	Digital edition
220 Triathlon	monthly	x	x
Andy's Amazing Adventures	monthly	x	
Battersea Cats and Dogs' Home: Paws	3 issues per year	x	
BBC Countryfile	monthly	x	x
BBC Focus	monthly	x	x
BBC Gardeners' World	monthly	x	x
BBC Good Food	monthly	x	x
BBC History	monthly	x	x
BBC Music	monthly	x	x
BBC Sky at Night	monthly	x	x
BBC Wildlife	monthly	x	x
BikeRadar	website		
Bristol University: Chemistry Explored	semi-annual	x	
Cardmaking & Papercraft	monthly	x	x
CBeebies Art	monthly	x	
CBeebies Specials	monthly	x	
CBeebies Magazine	fortnightly	x	
Cineworld*	variable	x	x
Clangers*	variable	x	
Cross Stitch Crazy	monthly	x	x
Cross Stitch Gold	monthly	x	x
Cycling News	website		
Cycling Plus	monthly	x	x
Dobbies: Dobbies magazine	bi-annual	x	
Easy Cook	6 issues per year	x	x
English Heritage: EH Magazine Kids Rule	variable	x	x
Friends Life: Workplace Focus	variable	x	
Gardens Illustrated	monthly	x	x
Girl Talk	fortnightly	x	x
Girl Talk Art	monthly	x	x
Giro d'Italia Guide	annual	x	
Go Jetters!	monthly	x	
Healthy Food Guide	variable	x	
Hey Duggee	monthly	x	
History Revealed	monthly	x	x
hitched.co.uk	website		
Homes & Antiques	monthly	x	x
Horrible Histories	monthly	x	x
In the Night Garden*	fortnightly	x	
Junior	website		
Lego Legends of Chima*	variable	x	
Lego Friends	monthly	x	

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Title	Frequency (approximate)	Print edition	Digital edition
Lego Nexo Knights	monthly	x	
Lego Ninjago	monthly	x	
Let's Make Jewellery	variable	x	
Lonely Planet	monthly	x	x
Love Crochet	variable	x	
Love Knitting for Baby	variable	x	
Love Patchwork & Quilting	monthly	x	x
Madeformums.com	website		
Marine Society and Sea Cadets: Sea Cadet	variable	x	
Marine Society and Sea Cadets: Sea Farer	variable	x	
Match of the Day	weekly	x	x
Mega	monthly	x	x
Mike the Knight*	monthly	x	
Mister Maker	monthly	x	
Mollie Makes	monthly	x	x
Mountain Biking UK	monthly	x	x
Mr Men and Little Miss*	variable	x	
Notcutts	6 issues per year	x	
Octonauts	monthly	x	
olive	monthly	x	x
Outdoorsmagic.com*	website		
Papercraft Inspirations	monthly	x	x
Perfect Wedding	monthly	x	x
Peter Rabbit	variable	x	
Plymouth University: Student Life	quarterly	x	
Prima Baby and Pregnancy*	monthly	x	x
ProCycling	monthly	x	x
Quick Cards Made Easy	monthly	x	x
Radio Times	weekly	x	x
Radio Times Film Guide	annual	x	
Royal Opera House	quarterly	x	
RSPB: Bird Life	6 issues per year	x	
RSPB: Nature's Home	quarterly	x	
RSPB: Wild Times	6 issues per year	x	
RSPB: Wing Beat	quarterly	x	
Scouts: Make Do Share	quarterly		x
Scouts: Scouting	quarterly		x
Simply Crochet	monthly	x	x
Simply Knitting	monthly	x	x
Simply Sewing	monthly	x	x
Skylanders*	monthly	x	
Something Special	monthly	x	
Swashbuckle	monthly	x	
The Knitter	monthly	x	x

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Title	Frequency (approximate)	Print edition	Digital edition
The Yarn Loop	website		
Top Gear	monthly	x	x
Top Gear: New Car Buyers' Guide	annual	x	x
Top of the Pops	monthly	x	
Tour de France Guide	annual	x	
Toybox	monthly	x	
Urban Cyclist	6 issues per year	x	
What Mountain Bike	monthly	x	x
Who Do You Think You Are?	monthly	x	x
World of Cross-Stitching	monthly	x	x
WWF: Action Impact Go Wild	quarterly	x	
You and Your Wedding	6 issues per year	x	x

\*Titles marked with an asterisk were closed or sold during the course of 2016.

