

## Life and Work (Church of Scotland) - IPSO Annual Report

Period covered: January 2018 to December 2018

Life and Work (Church of Scotland) publishes a total of three regulated publications

### Titles Published

Title	Print Edition	Digital Edition	Frequency	Circulation
Life and Work	13,115 (including promotional print copies)	714 (average promotional circulation and sale) Facsimile of print edition	Monthly	Circa 28,000
Life and Work Gaelic Supplement	474 per edition in 2018 in print (average – non audited)	24 digital	Quarterly in 2018	Circa 1000
Life and Work E-newsletter	N/a		Weekly (Jan to Dec 2018)	908 subscribers
www.lifeandwork.org.uk	N/a	N/a	Site has a fresh update every working day	Up to 3000 unique users each month

### Responsible Person

The Regulated Entity's responsible persons are Lynne McNeil (Editor) and the Dianne Sanderson (Life and Work Business Manager).

### Overview

Life and Work is the magazine of the Church of Scotland. Founded in 1879, it has proudly enjoyed editorial independence inception, meaning it does not simply reflect the stated views of the national church. The editorial team comprises an Editor and two full-time journalists, producing a 60-page monthly magazine, daily updates on the website [www.lifeandwork.org](http://www.lifeandwork.org) and a weekly newsletter. The Gaelic Supplement, founded in 1880, was edited by a Church of Scotland minister until September when he was forced to step down and the four page publication and was edited by a team of volunteers for the remainder of the year using historic material. It is available for free download via [www.lifeandwork.org](http://www.lifeandwork.org) and supports the life and faith of Gaelic-speaking Christians within the Church of Scotland. Print copies of the Supplement are available only to subscribers of the main English language edition.

### Internal Guides

The regulated entity has the following internal manuals used by journalists, of which copies are available on request by the Regulator:

The Editors' Code of Practice (an updated Guide was circulated to staff following the code's revision in 2018) and a link to the new code book has also been circulated.

Church of Scotland Staff Handbook/Policies (including a code of conduct and conflict of interest policies for all staff). These are internal and available via an intranet.

NUJ Code of Conduct

## **Compliance Procedures**

### **Pre-publications guidance under regulation 4.5**

When required the Editor or two staff journalists seek advice from IPSO in advance of publishing articles to consider matters of compliance with the Editors' Code. This advice is then considered alongside editorial guidance and the public interest when refining and publishing any articles.

### **Verification of stories**

Journalists and Editors take all appropriate steps to confirm stories. Working within a church-based organisation means that the highest editorial standards are applied: meticulous fact and accuracy checks take place on every piece of written editorial and letters to the editor, whilst accepted in good faith, are carefully considered before publication. The team are fully aware of the laws relating to interviewing children and images and each feature will have been checked with the person or organisation involved before making it into print or online.

The Editor has access to legal advice through the Church of Scotland law department and has an Editorial Advisory Committee (comprising ministers and members of the Church with an interest or experience in media) to advise on matters relating to editorial issues.

With only three editorial staff, it is easy to communicate any concerns or operational changes and each member of the team abides by both the NUJ Code of Conduct and the Editors' Code of Practice, in conjunction with stated Church of Scotland policies as Church of Scotland employees.

As principally a monthly publication with a website operating in a specialist field, we have yet to consult IPSO, but would imagine that such consultations might take place if for example, we were to publish a public judgement relating to the conduct of a minister involved in fraud or embezzlement which had resulted in criminal proceedings or suspension from the ministry.

The standards for a magazine of a Church also focus on morality and the implications for error in this specialist area of work means that we must apply the highest editorial standards when both sourcing, verifying and publishing material.

Information on how to complain is published on page six of every issue of Life and Work (including contact details for IPSO) and on our website here <http://www.lifeandwork.org/main/disclaimer>

### **Compliance with the Editors' Code**

Hard copies of the Editors' Code are supplied to all three journalists and all have a link to the online codebook and all magazine staff are aware of the need to comply. If the Regulator finds against a publication in the course of assessing a complaint, the publication will comply with the findings and any remedial action required.

### **Editorial Complaints, Determined under Regulation 19**

Complaints received in line with our procedure, or referred from IPSO, are logged by the Editor and then assessed by the responsible person(s), who will seek to resolve the matter with the complainant.

Complaints that fall outside the procedure, ie are not editorial complaints, are logged and referred to the relevant area of work.

Where the Regulator finds against a publication when determining a complaint under Regulation 19, the publication complies with the findings and any remedial action required by the Regulator.

Complaints are made in the first instance to the Editor and are accepted by telephone, email or letter and all complaints are acknowledged within 14 days of receipt.

The Editor retains all information relating to complaints and in turn reports and records this within the minutes of the Life and Work Advisory Committee.

### **Training of Staff**

When required, Life and Work arranges staff training sessions to update staff on regulatory changes. New members of staff are supplied with a staff handbook and copy of the Editors' Code and NUJ Code of Conduct. All members of the editorial team are trained journalists and have had training in the rules of journalism and basic media law. If in doubt, they are able to consult the editor who in turn has access to

the Law Department of the Church of Scotland.

**Information or training is shared when there are any material changes that impact on editorial operations.**

**Adverse Adjudications**

There have been no adverse adjudications against Life and Work during 2018.

SIGNED:            \_Lynne McNeil\_\_\_\_\_

On behalf of Life and Work (Church of Scotland)