

The Wokingham Paper Ltd annual report 2019

1. The Wokingham Paper

1.1 List of titles and products

The Wokingham Paper Ltd produces two publications: a weekly tabloid newspapers called The Wokingham Paper and a website, called Wokingham.today. This is updated on a daily basis

1.2 The Wokingham Paper's responsible person is publisher David Riley

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In absence/editorial matters: editor Phil Creighton

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1.3 The Wokingham Paper Ltd is a social enterprise aimed at producing news, information and features for people who live, work and play in Wokingham borough.

It is a small team, with the newsroom comprising an editor, a reporter, and a sports reporter. Some additional volunteers help out or write columns for the paper and a freelance photographer is engaged at weekends.

There is an advertising team of two people, a part-time graphic designer and a part-time administrator.

The weekly newspaper is published on a Thursday, and on sale via newsagents, supermarkets and petrol stations. Some copies are also distributed for free via garden centres, leisure centres and council hubs across Wokingham borough.

2. Internal manuals used by journalists

Journalists adhere to the NUJ Code of Conduct, a copy of which is on display within the office. We also adhere to the Samaritans guide to reporting suicide. There is no individual company code, although journalists are expected to adhere to the highest possible ethical standards and consult standard materials, such as Macnee's or debate issues before covering contentious issues.

3. Compliance process

3.1 The editor aims to comply with the IPSO Editors' Code at all times.

Any complaints that come in are initially dealt with on an informal basis. Virtually all complaints can be handled on this basis with either a small correction to the online version of the story or a clarification in the following week's paper. No formal recording of these is made.

3.11 There has not been any formal complaints made in 2019, however, had there been, they would have been logged in a spreadsheet, with detailed records of conversations, emails and dates. This would have been provided to IPSO had the need arisen.

3.12 The print edition of The Wokingham Paper does not currently have the IPSO logo or contact details. This will be rectified on my return from furlough.

A website redesign in 2020 has seen the IPSO information removed from the home page

– this will be reinstated by the end of May 2020, along with contact details so readers have every confidence in our journalism.

3.13 Factchecking of stories is at the heart of our editorial process. There have been a number of instances where stories have been pulled ahead of publication as we were not confident that the details stood up to scrutiny. We endeavour to include both sides of the story.

A key part of this process is our daily morning news conference where issues relating to each story being worked on can be raised, reporters also know that they can talk to the editor – or even the publisher – ahead of publication to bring a fresh eye to the details. A second afternoon conference is held for a brief update on stories at the end of the working day.

There has been no need to contact IPSO ahead of publication for any story covered in 2019.

Interviews conducted over the phone use manual note taking, these notepads are kept for seven years, as per regulations. We are increasingly using electronic recordings of interviews and automatic transcriptions to help with transcriptions; these are currently stored within the libraries of the programmes, but we will start to include the audio recordings in the story folder in the Google Drive storage system we use. Before starting, interviewees are always told when they are being recorded and whether the recordings are for internal use or for online usage. We store electronic source materials for future reference in the relevant story folder on our Google Drive system.

3.14 Staff are made aware of IPSO's information and guidance as and when it needs to be shared, this is added on to news conferences

3.15 Financial transparency and conflict of interest policies. These do not formally exist, however we endeavour to ensure that no journalist is covering something they have a formal interest in. We are also fiercely independent in our journalism, showing fear or favour to no one. Journalists are not covering financial service stories, such as share prices etc. We will prepare some policies by the end of June 2020.

3.2 During the year 2019, there were no adverse findings that involved IPSO. There have been no breaches of the editor's code.

3.3 Training: Staff are constantly reminded of issues on a regular basis with refresher sessions held on an informal basis on Thursday and Friday conferences, or when issues come up – eg covering a murder case – what are the ethics, what should we be doing, who should we approach, how should we approach them etc.
online training is available to those who need it and new reporter Jess Warren is able to undertake her NTCJ qualifications through a mixture of home study during working hours and discussions with editor. A number of journalism books, such as Harold Evans and Keith Waterhouse have been bought for self-study.

4. Adjudications made by the Regulator in 2019

None were made against The Wokingham Paper Ltd in 2019. There had been a few, minor clarifications printed in the paper, usually on page 2, but no formal complaints.

5. Size of The Wokingham Paper Ltd

5.1 Staffing levels: Three full-time staff, four part-time staff

5.2 Number of publications: Two (print edition and website – copy shared between both)

5.3 Circulation: print edition – around 5,500 weekly

Website: 455,112 unique users and 1,986,362 page views

5.4 Annual turnover: [REDACTED].

Phil Creighton,

Editor, May 2020