## IPSO annual statement for Johnston Press: 1 January 2017 to 31 December 2017

1 Factual information about the Regulated Entity

1.1 A list of its titles/products.

Appendix B – which includes the main contact for complaint handling

1.2 The name of the Regulated Entity's responsible person.

Gary Shipton, Deputy Editor-in-Chief of Johnston Press is the responsible person.

1.3 A brief overview of the nature of the Regulated Entity.

The regulated entity Johnston Press is one of the largest local and regional multimedia organisations in the UK as well as being a national publisher through The i, The Scotsman and, in Northern Ireland, The Newsletter. We provide news and information services to local and regional communities as well as a national audience through our portfolio of publications and websites: paid-for weekly newspapers, free titles, lifestyle magazines together with local news and e-commerce websites. A list of all our publications is set out at Appendix B of this Statement as at 31 December 2017.

Each month our regional news brands touch the lives of more than 30m people across large parts of the UK including: Scotland, the North East, West Yorkshire, the North West, South Yorkshire, the South, Midlands, Midlands and Northern Ireland - delivering extensive coverage of local news, events and information.

We continue to set the highest editorial standards by ensuring that our staff are provided with excellent internally developed training services. The Editors' Code of Practice is embedded in every part of our editorial operations and we commit absolutely to the principles expounded by IPSO.

Johnston Press continues to operate an internal Editorial Governance Committee with the key remit to consider, draft, implement and review the policies, procedures and training for the whole Group to ensure compliance with its obligations under IPSO. We clearly identify paid-for editorial content in print and on line by labelling it an advertisement feature or promotional/promoted material.

2 Copies of any internal manuals, codes or guidance used by journalists.

Appendix A

## 3. Brief details of the compliance process

### 3.1 Our training process

The Editors' Code is the standard used throughout the Group, including the national i publication. Our staff undergo training to ensure they fully understand the Editors' Code and know how to apply the code in real-life settings when seeking and drafting editorial content and dealing with any issues that may subsequently arise.

We host and facilitate training sessions by IPSO staff in our local centres whenever there is the opportunity to do so.

The JP Editorial Learning and Development Department provides an online training programme which tests staff on a range of scenarios which touch on various aspects of the Code and this module is updated whenever there are changes in the Editors' Code.

The advice of the IPSO Operations Director was sought in establishing this training and it was recognised as being one of the first such effective internal training programmes of its kind.

The Editors' Code is made available to new trainees joining the company and trainees are also put through the National Qualification in Journalism run by the National Council for the Training of Journalists. This includes training in ethical issues which is tested in the Media Law and Practice exam.

It is a condition of employment of all editorial staff, contained within their contracts, that they fully observe the standards required by the regulator as explained within the code. It is also a condition of commissioned freelance contributors that they fully comply with the code. This is also made clear through the induction process for all new editorial employees.

Law and ethics refreshers are an integral part of the Johnston Press training programme and the Editorial Learning and Development Go2 website includes material on ethical issues as well as the IPSO Code and Johnston Press complaints procedures.

Pre-publication guidance is provided in the first instance internally by the local content editor or editor and then, as required, by the group editor or editorial director. Significant questions in advance of publication will also be raised with the appropriate external and internal legal advisers as well as the 'responsible person' for regulated matters within JP. All editors have been informed of the IPSO contacts for which pre-publication advice should be sought. Johnston Press has a robust editorial management structure which ensures that whenever a story might require verification it is assessed by the local content editor or editor and then, as required, by the group editor or editorial director.

### 3.2 Our record on compliance

Whenever there is an adverse adjudication against a Johnston Press publication, it is referred to the company's editorial governance committee. The committee examines the censure in the context of other adjudications and then refers it back to the senior editorial director for the region responsible to conduct a full investigation. The investigation identifies the failings and the steps needed to ensure no repetition locally or across the group.

These recommendations can include training requirements and potential changes to the company's editorial policies and procedures. The report is then referred back to the governance committee for further consideration and then taken to the Editorial Board if substantive change needs to be approved. We have regularly sought clarification from IPSO when adjudications have been upheld against us so that we can fully understand the broader implications and adjust our internal guidance accordingly.

Following guidance from IPSO in 2016, we have amended our internal policies to ensure that we archive any digital content which we significantly changed in response to complaints about inaccuracy. The aim is to ensure that there is a screenshot of the original disputed content for the purposes of sharing with IPSO if the complainant is taken forward.

# 4. Details of the steps taken by the Regulated Entity in response to any adverse Adjudications by the Regulator during the previous year.

There were no adverse adjudications by the regulator during 2017.

# Schedule A

Johnston Press complaints policies

(At 31 December 2017)

Editorial Complaints Policy (External)

Johnston Press is committed to upholding standards in editorial quality and content and acting in compliance with our regulatory guidelines and obligations.

We take all complaints about editorial content very seriously and seek to accordingly abide by the Independent Press Standards Organisation ("IPSO") requirements and its Editors' Code of Practice ("the Code").

When making a complaint, you must clearly state that your complaint is a formal complaint under this policy.

What does this policy cover?

This policy only applies to complaints about breaches of the Code in editorial content in our printed publications or on electronic services such as websites and apps, including text, pictures, video, audio/visual and interactive content, and which are either published or targeted at an audience in the UK, Channel Islands and Isle of Man. It does not cover:

• complaints about advertising (as that is regulated by the Advertising Standards Authority);

• concerns about matters of taste/decency and due impartiality;

• complaints about 'user generated content' (i.e. material on our websites that was not posted by us or on our behalf) which we have not reviewed or moderated;

• complaints about online material on sites which we do not own and which are not under our control;

• at our discretion, legal or contractual matters which are dealt with more appropriately in the courts or tribunals or elsewhere.

### How to complain

Complaints should be made in writing, either by email to the Editor in question identified on the website of the publication to which the complaint relates to or by post to the address of the relevant publication and addressed in the first instance to the Editor. A copy of any complaint should also be copied to the Johnston Press head office email address at enquiries@johnstonpress.co.uk

Complaints will only be accepted within four months from the date of the behaviour complained of or first publication of the article that you are complaining about. If at the time you submit your complaint, the article remains accessible on a website or other electronic service operated by us however, complaints may be accepted up to 12 months from the date of the behaviour or first publication of the article you are complaining about, provided it is still possible to investigate the complaint fairly given the period of time which has elapsed. Johnston Press shall have sole discretion in determining this.

Complaints must include:

• a copy of the article in question, or a link to the relevant webpage or a web address, if the complaint is about published material (or reference to the publication title, issue date, page and article title if a copy is unavailable);

- a written explanation of your concerns with reference to the Editors' Code;
- any other documents that will help us assess your complaint.

Complaints received without this essential information cannot be considered. We may however, at our discretion, seek further details from you after your initial contact. If you cannot provide any requested information we may be unable to consider your complaint.

We reserve the right to reject, without further investigation, complaints that show no breach of the Editors' Code, or those which are vexatious and/or disproportionate, or those which are without justification (such as an attempt to argue a point of view or to lobby).

We may also decline to consider complaints from third parties not directly affected by the alleged breach of the Editors' Code. When considering whether to accept such a complaint, the position of the party most closely involved in the matter will be taken into account. What happens to your complaint?

The complaints process is free of charge irrespective of the outcome of your complaint

We aim to acknowledge receipt of your complaint within 5 working days of receipt. You in turn agree to respond promptly to any request for further information.

If we receive multiple complaints about the same issue we may choose to make one response to all such complaints.

We will aim to respond to complaints in writing within 7 working days of receiving everything we need from you to allow us to investigate your complaint.

We will always treat you courteously and with respect. We expect the same from you. We may decline to consider a complaint which is abusive or gratuitously offensive.

### Appeals process

If you are dissatisfied with the outcome of your original complaint you have the right to appeal the decision by notifying the Editor, in writing, within 7 working days of receipt of the letter notifying you of the outcome.

Upon receipt of such appeal letter, the Editor shall forward this for consideration to the Editor In Chief/Editorial Director of the relevant publishing unit, where appropriate, who will then aim to assess the appeal within 7 working days of receipt of such notification. After the Editor In Chief/Editorial Director has taken a decision in light of all the information made available at the time, you will be issued a letter confirming whether your appeal has been upheld or partially upheld and whether any actions will accordingly be taken.

For the avoidance of doubt, you will have no further right of appeal with the company following the determination of this appeals process. However, you may look to exercise your right to take the matter to IPSO.

6. Complaint to IPSO on exhaustion of our complaints procedure

If you are unhappy with our final response to your complaint you may complain to IPSO for consideration. Further details can be found at <u>http://www.ipso.co.uk</u>.

# 7. Policy Changes

We reserve the right to amend this policy as and

when required. Members of the public can request a copy of this policy via the relevant editor or by emailing<u>enquiries@johnstonpress.co.uk</u>

Any complaint will be considered against the published policy on the date of receipt of your complaint.

Appendix B

Publication	Main Contact
Absolute Leeds (Johnston Press)	
Advertiser and Review (Buckingham) (Johnston Press)	
Alfreton Chad (Johnston Press)	
Arbroath Herald (Johnston Press)	
Ballymena & Antrim Times (Johnston Press)	
ballymenatimes.com (Johnston Press)	
Ballymoney and Moyle Times (Johnston Press)	
ballymoneytimes.co.uk (Johnston Press)	
Banbridge Leader (Johnston Press)	
banbridgeleader.co.uk (Johnston Press)	
Banbury Guardian (Johnston Press)	
banburyguardian.co.uk (Johnston Press)	
Barnoldswick and Earby Times (Johnston Press)	
Batley & Birstall News (Johnston Press)	
batleynews.co.uk (Johnston Press)	
Battle Observer (Johnston Press)	
Bedfordshire Times & Citizen (Johnston Press)	
bedfordtoday.co.uk (Johnston Press)	
Belfast News (Johnston Press)	
belfastvibe.co.uk (Johnston Press)	
Bellshill Speaker (Johnston Press)	
Belper News (Johnston Press)	

belpernews.co.uk (Johnston Press)
Bentham Guardian (Johnston Press)
berkhamstedtoday.co.uk (Johnston Press)
Berwick Advertiser (Johnston Press)
Berwickshire News (Johnston Press)
berwick-advertiser.co.uk (Johnston Press)
Berwickshire News (Johnston Press)
berwickshirenews.co.uk (Johnston Press)
bexhillobserver.net (Johnston Press)
Bexhill-on-Sea Observer (Johnston Press)
Bicester Review (Johnston Press)
Biggleswade Chronicle (Johnston Press)
biggleswadetoday.co.uk (Johnston Press)
Bishopbriggs Herald (Johnston Press)
Blackpool Gazette (Johnston Press)
blackpoolgazette.co.uk (Johnston Press)
Bognor Regis Gazette (Johnston Press)
Bognor Regis Observer (Johnston Press)
bognor.co.uk (Johnston Press)
Boston Standard (Johnston Press)
bostonstandard.co.uk (Johnston Press)
Brackley and Towcester Advertiser (Johnston Press)
Brechin Advertiser (Johnston Press)
Bridlington Free Press (Johnston Press)
bridlingtonfreepress.co.uk (Johnston Press)
Brighouse Echo (Johnston Press)
brighouseecho.co.uk (Johnston Press)
Brighton & Hove Independent (Johnston Press)
brightonandhoveindependent.co.uk (Johnston Press)
Buchan Observer (Johnston Press)
buchanobserver.co.uk (Johnston Press)
Buckingham & Winslow Advertiser (Johnston Press)
Bucks Advertiser (Johnston Press)
Bucks Herald (Johnston Press)

buckinghamtoday.co.uk (Johnston Press)
bucksherald.co.uk (Johnston Press)
Burnley Express (Johnston Press)
burnleyexpress.net (Johnston Press)
buteman.co.uk (Johnston Press)
Buxton Advertiser (Johnston Press)
buxtonadvertiser.co.uk (Johnston Press)
Caine Times (Johnston Press)
Carluke Gazette (Johnston Press)
carlukegazette.co.uk (Johnston Press)
Carnoustie Guide and Gazette (Johnston Press)
Carrick Gazette (Johnston Press)
Carrick Times (Johnston Press)
carrickfergustimes.co.uk (Johnston Press)
carricktoday.co.uk (Johnston Press)
chad.co.uk (Johnston Press)
Chichester Observer (Johnston Press)
chichester.co.uk (Johnston Press)
Chorley Guardian (Johnston Press)
chorley-guardian.co.uk (Johnston Press)
Clitheroe Advertiser and Times (Johnston Press)
clitheroeadvertiser.co.uk (Johnston Press)
Coleraine Times (Johnston Press)
colerainetimes.co.uk (Johnston Press)
Colne Times (Johnston Press)
Corby Telegraph (Johnston Press)
Crawley Observer (Johnston Press)
crawleyobserver.co.uk (Johnston Press)
Cumbernauld News (Johnston Press)
cumbernauld-news.co.uk (Johnston Press)
Daventry Express (Johnston Press)
daventrytoday.co.uk (Johnston Press)
Deeside & Donside Piper and Herald (Johnston Press)
deesidepiper.co.uk (Johnston Press)
Derbyshire Times (Johnston Press)

derbyshiretimes.co.uk (Johnston Press)
Derry Journal (Johnston Press)
derryjournal.com (Johnston Press)
Dewsbury Reporter (Johnston Press)
dewsburyreporter.co.uk (Johnston Press)
Dirt Bike Rider (Johnston Press)
dirtbikerider.com (Johnston Press)
Doncaster Free Press (Johnston Press)
Doncaster Star (Johnston Press)
doncasterfreepress.co.uk (Johnston Press)
donsidepiper.co.uk (Johnston Press)
Dromore Leader (Johnston Press)
dromoreleader.co.uk (Johnston Press)
Dunstable Gazette (Johnston Press)
dunstabletoday.co.uk (Johnston Press)
East Fife Mail (Johnston Press)
East Grinstead Gazette (Johnston Press)
Eastbourne Herald (Johnston Press)
eastbourneherald.co.uk (Johnston Press)
Eastwood & Kimberley Advertiser (Johnston Press)
eastwoodadvertiser.co.uk (Johnston Press)
Eckington Leader (Johnston Press)
Edinburgh Evening News (Johnston Press)
edinburghnews.scotsman.com (Johnston Press)
Ellon Times (Johnston Press)
ellontimes.co.uk (Johnston Press)
Epworth Bells (Johnston Press)
epworthbells.co.uk (Johnston Press)
Etc Magazine, Sussex
Etc Magazine (North East (Johnston Press)
Etc Magazine (Northern Ireland) (Johnston Press)
Falkirk Herald (Johnston Press)
falkirkherald.co.uk (Johnston Press)
Fareham View (Johnston Press)

Farming Life (Johnston Press) farminglife.com (Johnston Press) Fife Free Press (Johnston Press) Fife Herald (Johnston Press) Fifetoday.co.uk (Johnston Press) Filetwood Weekly News (Johnston Press) Fleetwood Woekly News (Johnston Press) Fleetwood today.co.uk (Johnston Press) Forfar Dispatch (Johnston Press) Fraserburgh Herald (Johnston Press) Fraserburgh Herald (Johnston Press) Gainsborough News (Johnston Press) Gainsborough Standard (Johnston Press) Gainsborough Standard (Johnston Press) Galoway Gazette (Johnston Press) Galoway Gazette (Johnston Press) Galoway Gazette (Johnston Press) Garstang Courier (Johnston Press) Garstang Courier (Johnston Press) Galoway Gazette (Johnston Press) Halifax Courier (Johnston Press) Hartoprough Mail (Johnston Press) Hartoprough Mail (Johnston Press) Hartopolmail.co.uk (Johnston Press) Hartlepoolmail.co.uk (Johnston Press) Hartlepoolmail.co.uk (Johnston Press) Hastings & St Leonards Observer (Johnston Press) Hastings Observer (Johnston Press) Hastings Observer (Johnston Press) Hastings Observer (Johnston Press) Hastings & St Leonards Observer (Johnston Press) Hastings & St Leonards Observer (Johnston Press) Hastings Observer (Johnston Press) Hastings Observer (Johnston Press) Hastings News (Johnston Press) Hastings News (Johnston Press) Hastings News (Johnston Press) Havick News (Johnston Press)		
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