

IMMEDIATE MEDIA^{CO}

2. Internal guidance on editorial compliance

The following guides and codes of practice are made 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;
- the BBC's 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);
- training materials on media law and ethics; and
- the National Union of Journalists' Code of Conduct.

3. Compliance Procedures

We set out below the Regulated Entity's process for dealing with:

3.1. Pre-publication guidance under regulation 4.5

Our editorial teams are trained in all 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 advice. The Legal and editorial teams work together to ensure that potential issues are resolved in good time prior to publication. Where necessary, the Regulated Entity will take specific pre-publication advice from one of our panel of law firms.

The Regulated Entity has not yet sought pre-publication advice from IPSO. We are grateful that this option is available and will use it if and when necessary.

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

Links to the Editors' Code are provided for all editorial staff through the Regulated Entity's intranet. Changes to the Code are notified to editorial staff by the in-house Legal team using email, and other internal communications, as they are made. A summary of the key amendments to the Editors' Code (effective from 1 January 2018) and links to updated IPSO resources was circulated to all editorial staff in January 2018.

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IPSO Annual Report

Period covered: 1st January 2018 to 31st December 2018

1. Factual information about the Regulated Entity

1.1. The Regulated Entity

The Regulated Entity is the Immediate Media Company group, which includes two companies responsible for publishing magazines, digital editions of magazines, websites and allied products. Those companies 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 of the Regulated Entity

The Regulated Entity is a special interest content and platform business. Its wholly-owned brands include Radio Times, olive, BBC Good Food, Cycling Plus, You and Your Wedding and Mollie Makes.

It also publishes BBC Top Gear magazine on behalf of BBC Studios, and a number of other titles (including BBC History, BBC Gardeners' World and the CBeebies portfolio) under licence from BBC Studios.

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 provides editorial services to such titles, they have been listed in the appendix.

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Compliance is reviewed on a monthly basis and material issues arising are raised at the monthly board meeting of our Chairman, CEO, CFO and directors.

3.4. Editorial complaints determined under Regulation 19

The Regulated Entity has an IPSO-compliant complaints policy and procedure, in place across all publications. This can be found at <http://www.immediate.co.uk/editorial-complaints-policy/>. A link to this policy is on Immediate's own homepage and the homepage of our magazine brands.

The policy sets out the information that a complainant needs to provide so that the Regulated Entity can fully investigate and attempt to resolve the complaint within the timeframe set out in the policy.

Members of the public can submit an editorial complaint in writing either by post to the company address or by email to editorialcomplaints@immediate.co.uk. These are received and reviewed by the Legal team, who involve 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 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. This session also highlights the tools and resources available to them on the Regulated Entity's 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 know where within the organisation they can seek help, advice or further training.

The Regulated Entity's HR team works with the Legal team and senior editorial staff to identify groups of staff who require more in-depth training on any given issue. Within the organisation, this could include training on the legal compliance of advertisement content, the marketing of financial products, editorial compliance and so on.

The in-house Legal team regularly runs open-invitation training sessions on media law, competition law, advertising and other areas of law and regulation, across all offices. IPSO's role and work forms a fundamental part of this training and is discussed at every media law training session.

Those editorial staff who work on BBC-branded titles are required to undertake additional online training to demonstrate their knowledge and understanding of the BBC Editorial Guidelines, as and when requested to do so by BBC Studios or the BBC.

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4. Adverse adjudications

There have been no adverse adjudications against the Regulated Entity.

Signed:



Katherine Conlon

Director of Legal Affairs

On behalf of the Immediate Media Company group

Submitted to IPSO:

8 May 2019

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APPENDIX

Title	Frequency (approximate)	Print edition	Digital edition
220 Triathlon	monthly	x	x
365 Cross Stitch Designs	annual	x	
Battersea Cats and Dogs' Home: Paws	3 issues per year	x	
BBC Andy's Amazing Adventures	monthly	x	
BBC Countryfile	monthly	x	x
BBC Easy Cook	6 issues per year	x	x
BBC Science Focus	monthly	x	x
BBC Gardeners' World	monthly	x	x
BBC Go Jettlers!	monthly	x	
BBC Good Food	monthly	x	x
BBC History	monthly	x	x
BBC Match of the Day	weekly	x	x
BBC Mr Tumble: Something Special	monthly	x	
BBC Music	monthly	x	x
BBC Sky at Night	monthly	x	x
BBC Top Gear	monthly	x	x
BBC Top Gear New Car Guide	annual	x	x
BBC Top of the Pops	monthly	x	
BBC Wildlife	monthly	x	x
BBC World Histories	monthly	x	x
BikeRadar	website		
CSMA: Boundless	6 issues per year	x	
Cardmaking & Papercraft	monthly	x	x
CBeebies (BBC)	fortnightly	x	
CBeebies Art (BBC)	monthly	x	
CBeebies Specials (BBC)	monthly	x	
Cross Stitch Crazy	monthly	x	x
Cross Stitch Favourites	quarterly	x	x
Cross Stitch Gold	monthly	x	x
Cycling News	website		
Cycling Plus	monthly	x	x
Disney Art	Monthly	x	
Disney Playtime	Monthly	x	
Disney Stars	Monthly	x	
English Heritage: the English Heritage Members' Magazine	quarterly	x	
English Heritage: Kids Rule	quarterly	x	
Enjoy Cross Stitch	variable	x	
Gardens Illustrated	monthly	x	x
Get Into Craft (including Project Calm)	variable	x	
Girl Talk	fortnightly	x	x
Girl Talk Art	monthly	x	x
Healthy Food Guide	variable	x	

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Title	Frequency (approximate)	Print edition	Digital edition
Hey Duggee	monthly	x	
History Revealed	monthly	x	x
hitched.co.uk	website		
Homes & Antiques	monthly	x	x
In The Moment	monthly	x	x
Junior	website		
Lego City	monthly	x	
Lego Friends	monthly	x	
Lego Ninjago	monthly	x	
Love Crochet	variable	x	x
Love Knitting for Baby	variable	x	x
Love Patchwork & Quilting	monthly	x	x
Madeformums.com	website		
Made with Love	variable	x	x
Make Cards Today	variable	x	
Make Special Cards	variable	x	
Marine Society and Sea Cadets: Sea Farer	variable	x	
Mega	monthly	x	x
Mollie Makes	monthly	x	x
Mountain Biking UK	monthly	x	x
olive	monthly	x	x
Papercraft Inspirations	monthly	x	x
Passion for Craft	variable	x	x
Pokémon	monthly	x	
ProCycling	monthly	x	x
Radio Times	weekly	x	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 Christmas	annual	x	x
Simply Crochet	monthly	x	x
Simply Knitting	monthly	x	x
Simply Sewing	monthly	x	x
Star Wars Galaxy	monthly	X	
The Knitter	monthly	x	x
The Osteopath (General Osteopathic Council)	6 issues per year	X	
The Yarn Loop	website		
Today's Quilter	monthly	x	x
Tour de France Guide	annual	x	

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Title	Frequency (approximate)	Print edition	Digital edition
Toybox	monthly	x	
We Love Craft	variable	x	
Who Do You Think You Are?	monthly	x	x
WWF: Action	3 issues per year	x	
WWF: Go Wild	3 issues per year	x	
WWF: Impact	3 issues per year	x	
You and Your Wedding	6 issues per year	x	x