



Imperial College Union Communications Committee

24 April 2018

AGENDA ITEM NO.	8
TITLE	Felix review update
AUTHOR	Fred Fyles Felix Editor
EXECUTIVE SUMMARY	Felix Review has been progressing swiftly since last Communications Committee. Work around budgeting and Felix Policy progressing well. Focus should now be on consultation with stakeholders on key topics – content guidelines, opportunities for training and support, and handover planning.
PURPOSE	Committee members to note the report, provide any immediate feedback on Felix Policy, and advise on next steps.
DECISION/ACTION REQUIRED	To note the report and provide any immediate feedback on direction of the Felix Review.

Background

- As has previously been discussed at Communication Committee, this year Andrew Keenan (AK), Fred Fyles (FF), and Nick Burstow (NB) are undertaking a *Felix* Review.
- The purpose of this review is to examine the governance, editorial structure, and long-term development of *Felix*, specifically looking at how *Felix* and Imperial College Union can work more closely together.

Updates

Since the last Communications Committee meeting on March 14th, there have been a number of developments:

- Meeting with Luke Blair (LB), Vice-President (Communications and Public Affairs)
- Four further *Felix* Review meetings between AK, FF, and NB.

These have led to developments in a number of areas:

- **Finances**
 - AK has presented a current financial model for *Felix* to FF and NB.
 - We have discussed some of the challenges being presented, including the issues with recruitment of a Sales and Sponsorship Manager, which is having an impact on advertising revenue.
 - We highlighted the importance of making the *Felix* Editor aware of print costs and budgets in the future, which helps provide perspective
 - **Next Steps:** Budgeting currently ongoing. *Felix* Editor to receive information about budgets next year.
- **Policy**
 - AK, FF, and NB have discussed the need for a new *Felix* Policy to be presented to the Board of Trustees which goes into more depth than the current *Felix* Policy.
 - Draft *Felix* Policy has been produced. Meeting was held on 9th between AK, FF, and NB to look through this new Policy.
 - LB has been sent the policy, and will be returning suggestions later this week.
 - Certain areas will need to be fleshed out, namely governance and editorial guidelines.
 - **Next Steps:** Communications Committee to give any general/specific feedback on the Policy; feedback from stakeholders on content guidelines (see below); scheduled to present to Council on 15th May, and have final paper ready for the Board of Trustees 23rd June.
- **Governance**
 - Last week we met with LB to discuss certain aspects of the *Felix* Policy, and how the relationship between *Felix* and Imperial College London could be developed.
 - One area we specifically touched on was the legal relationship between Imperial College London and *Felix*, which has previously caused a number of problems relating to defamation.

- LB had spoken to the College's in-house legal team, who were of the opinion it would not be possible for *Felix* to become legally independent from the College, given the level of interaction between the College and the Union. Therefore, if an individual can take legal action against *Felix*, they can take legal action against the College.
- LB referred to a policy the Union had produced in 2008 outlining how they would respond to and mitigate against accusations of defamation. He recommended referring to it within the *Felix* Policy. He will send it through to FF and AK at a later date.
- **Next Steps:** Refer to existing documentation within the *Felix* Policy; look through suggestions sent through by LB
- **Content Guidelines**
 - In meetings we have touched on the need to establish some form of content guidelines, which would cover the 'core objectives' of *Felix*.
 - This should be done through discussion with *Felix* Editor, Union staff, current *Felix* volunteers, and wider student population.
 - **Next Steps:** Consult with stakeholders on content guidelines.
- **Transition/Handover Support**
 - We have discussed the need for a more supported handover period, and how to establish good practice that will allow for continuity year-on-year.
 - This will involve two main outcomes:
 - 2018/19 Programme and Team Outline: Establishment of key timetable for next year (i.e. print deadlines, advertising deadlines etc.), as well as documentation outlining the structure of the editorial team, and who is likely to fill different roles next year.
 - Establishment of a more formal handover session, incorporating the *Felix* Editor more fully within the Union structure, and highlighting the importance for OTs and *Felix* Editor to work together (as previously highlighted in Communication Committee meetings)
 - **Next Steps:** AK and FF will work with the incoming *Felix* Editor, Andy Djaba (AD) to outline what support/training is needed for handover; FF and AD will discuss team structure for next year, and produce an outline for the Union.
- **Development**
 - We discussed the need to put in place more structured support for both the *Felix* Editor and the editorial team. This is still in its early stage.
 - **Next Steps:** Consult with editorial team and wider Union membership on what support they would like, why they are involved/why they are not involved etc.; establish regular communication between *Felix* Editor and Union to work on longer-term goals

Action Planner

- FF to continue developing *Felix* Policy through consultation with stakeholders, with hard deadline of 23rd June for Board presentation.
- FF and AK to begin consultation of key stakeholders re: development and content guidelines.
- FF, AD, and AK to discuss plans for handover period and long-term support