

## University of Exeter Committee Dates and Deadlines 2023-24

This guidance is for colleagues who will be submitting papers to the University's Senior Governance Committees. The meeting dates and deadlines for these committee meetings are detailed below. Please note:

1. The **agenda date** below indicates when the **approved version of an agenda** will be circulated to paper sponsors and authors to confirm items scheduled for committee consideration. Please note if you want to request an item for inclusion on an agenda you will need to contact the Committee Secretariat prior to this date. Late requests for scheduling items will only be facilitated by exception and will require prior approval by the Vice-Chancellor, Registrar and Secretary and Chair of Council.

2. Not all Council/Senate papers will require **approval by UEB**. However, if you believe your paper needs to be considered by UEB prior to Senate/Council, please consult the UEB dates and deadlines, where agenda and paper deadlines can be found; and contact the UEB Secretariat Team (UEB-secretariat@exeter.ac.uk) to get your item on the agenda. The final UEB meeting date to consider Council and Senate papers is shown below. Generally, it will be papers that have strategic, resourcing or regulatory importance that will need to be shared in advance with UEB. If you are unsure whether your paper requires UEB consideration, please contact the UEB Secretariat team (UEB-Secretariat@exeter.ac.uk).

3. All Council papers must be **approved by the Registrar and Secretary and Chair of Council** before the **Final Paper deadline**. The Committee Secretariat will arrange for this but must receive the paper by the Final Draft Paper Deadline. Please notify the Committee Secretariat as soon as possible in advance where you are aware of any potential delay in submitting your paper.

Council	Meeting date	Agenda deadline	UEB Submission Deadline - 10am	UEB Approval Meeting	Council Final draft paper deadline - Noon	Council Final Paper deadline - Noon
	<b>11 October 2023 (Induction)</b>	29 August 2023	08 September 2023	14 September 2023	18 September 2023	02 October 2023
	<b>18 October 2023*</b>	29 August 2023	08 September 2023	14 September 2023	22 September 2023	09 October 2023
	<b>19 October 2023</b>	29 August 2023	08 September 2023	14 September 2023	22 September 2023	09 October 2023
	<b>23 November 2023*</b>	07 September 2023	06 October 2023	12 October 2023	20 October 2023	13 November 2023
	<b>12 December 2023</b>	28 September 2023	17 November 2023	22 November 2023	23 November 2023	01 December 2023
	<b>28 February 2024*</b>	04 January 2024	19 January 2024	25 January 2024	02 February 2024	19 February 2024
	<b>29 February 2024</b>	04 January 2024	19 January 2024	25 January 2024	02 February 2024	19 February 2024
*Council briefing and strategic away days	<b>18 April 2024*</b>	22 February 2024	15 March 2024	21 March 2024	26 March 2024	04 April 2024
	<b>23 May 2024</b>	22 March 2024	12 April 2024	19 April 2024	26 April 2024	09 May 2024
	<b>11 July 2024</b>	16 May 2024	07 June 2024	13 June 2024	17 June 2024	27 June 2024
Submit papers and agenda items to: <a href="mailto:secretariat@exeter.ac.uk">secretariat@exeter.ac.uk</a>						

Joint meeting of Council and Senate	Meeting date	Agenda deadline	UEB Submission Deadline - 10am	UEB Approval Meeting	Final draft paper deadline - Noon	Final Paper deadline - Noon
	<b>22 May 2024</b>	22 March 2024	12 April 2024	18 April 2024	26 April 2024	09 May 2024
Submit papers and agenda items to: <a href="mailto:senate@exeter.ac.uk">senate@exeter.ac.uk</a>						

Senate	Meeting date	Agenda deadline	UEB Submission Deadline - 10am	UEB Approval Meeting	Final Paper Deadline - MSN Review	Final Paper deadline - Noon
	<b>01 November 2023</b>	15 September 2023	06 October 2023	12 October 2023	18 October 2023	20 October 2023
	<b>13 March 2024</b>	19 January 2024	02 February 2024	08 February 2024	28 February 2024	01 March 2024
	<b>19 June 2024</b>	03 May 2024	24 May 2024	30 May 2024	05 June 2024	07 June 2024
Submit papers and agenda items to: <a href="mailto:senate@exeter.ac.uk">senate@exeter.ac.uk</a>						

Audit and Risk Committee	Meeting date	Agenda circulation	Final Paper deadline - Noon
	<b>29 September 2023</b>	28 August 2023	19 September 2023
	<b>10 November 2023</b>	02 October 2023	31 October 2023
	<b>05 March 2024</b>	19 January 2024	22 February 2024
	<b>09 May 2024</b>	25 March 2024	29 April 2024
	<b>28 June 2024</b>	13 May 2024	17 June 2024
Submit papers and agenda items to: <a href="mailto:secretariat@exeter.ac.uk">secretariat@exeter.ac.uk</a>			

Council Nominations Committee	Meeting date	Agenda circulation	Final Paper deadline - Noon
	<b>23 November 2023</b>	09 October 2023	13 November 2023
	<b>28 February 2024</b>	12 January 2024	16 February 2024
	<b>22 May 2024</b>	04 April 2024	09 May 2024
Submit papers and agenda items to: <a href="mailto:secretariat@exeter.ac.uk">secretariat@exeter.ac.uk</a>			

Remuneration Committee	Meeting date	Agenda circulation	Final Paper deadline - Noon
	<b>18 October 2023</b>	01 September 2023	06 October 2023
	<b>23 November 2023</b>	07 September 2023	13 November 2023
	<b>18 April 2024</b>	01 March 2024	05 April 2024
	<b>11 July 2024</b>	24 May 2024	28 June 2024
Submit papers and agenda items to: <a href="mailto:a.johnson@exeter.ac.uk">a.johnson@exeter.ac.uk</a>			

Education Board	Meeting date	Final Paper deadline - Noon
	05 October 2023	25 September 2023
	29 November 2023	17 November 2023
	07 February 2024	26 January 2024
	23 April 2024	12 April 2024
	05 June 2024	27 June 2024
<i>Submit papers and agenda items to: educationpolicy@exeter.ac.uk</i>		

Postgraduate Research Board	Meeting date	Final Paper deadline - Noon
	03 October 2023	22 September 2024
	01 February 2024	22 January 2024
	06 June 2024	27 June 2024
<i>Submit papers and agenda items to: DCQualityDevelopment@exeter.ac.uk</i>		

Joint Committee for Consultation and Negotiation	Meeting date	Final Paper deadline - Noon	Paper Distribution Date
	16 October 2023	06 October 2023	09 October 2023
	09 February 2024	30 January 2024	02 February 2024
	29 April 2024	19 April 2024	22 April 2024
<i>Submit papers and agenda items to: a.johnson@exeter.ac.uk</i>			

Health and Safety Committee	Meeting date	Final Paper deadline - Noon	Paper Distribution Date
	02 November 2023	23 October 2023	26 October 2023
	15 February 2024	05 February 2024	08 February 2024
	20 June 2024	10 June 2024	13 June 2024
<i>Submit papers and agenda items to: m.j.wetherell@exeter.ac.uk</i>			

Council Finance Review Sub-Committee	Meeting date	Final Paper deadline - Noon	Paper Distribution Date
	December	December	December
	February	February	February
	May	May	May
	July	July	July
<i>Submit papers and agenda items to: secretariat@exeter.ac.uk</i>			