

University of Exeter Committee Dates and Deadlines 2024-25

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 deadline date** is when the agenda will be considered finalised following sign-off and approval by the Chair. 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. **The majority of Council/Senate papers will not require prior endorsement by UEB.** However, **all papers progressing to Council and Senate** should be **submitted for sign-off** by the **President and Vice-Chancellor** and **Senior Vice-Presidents** before wider circulation. 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 of significant strategic or financial importance or papers requiring sign-off for regulatory/statutory purposes 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 **Finance and Investment Committee** and **Council** papers must be **approved** by the **Chair of Council** before wider circulation. The Committee Secretariat will arrange for this but must receive the paper by the **Submission to Chair for Review** deadline date. Please notify the Committee Secretariat (secretariat@exeter.ac.uk) as soon as possible in advance where you are aware of any potential delay in submitting your paper.

Council	Meeting date	Agenda deadline	Paper Sign-off Deadline (10am) (LR/MSN/DS/DC)	UEB Paper Deadline (10am) / UEB Meeting	Council Final draft paper deadline - Noon	Council Final Paper deadline - Noon
*Council briefing and strategic away days	10 October 2024 (Induction)	15 August 2024	4 September 2024 (LR) / 12 September 2024 (MSN/DC/DS)	N/A	13 September 2024	30 September 2024
	30 October 2024*	05 September 2024	18 September 2024	20 September 2024 / 26 September 2024	08 October 2024	18 October 2024
	31 October 2024	05 September 2024	18 September 2024	20 September 2024 / 26 September 2024	08 October 2024	18 October 2024
	10 December 2024	15 October 2024	30 October 2024	1 November 2024 / 7 November 2024	13 November 2024	26 November 2024
	26 February 2025*	08 January 2025	30 October 2024	17 January 2025 / 23 January 2025	29 January 2025	12 February 2025
	27 February 2025	08 January 2025	15 January 2025	17 January 2025 / 23 January 2025	29 January 2025	12 February 2025
	28 May 2025*	02 April 2025	15 January 2025	25 April 2025 / 1 May 2025	26 March 2025	10 April 2025
	29 May 2025	02 April 2025	12 March 2025	25 April 2025 / 1 May 2025	07 May 2025	16 May 2025
	10 July 2025	17 April 2025	23 April 2025	23 May 2025 / 30 May 2025	07 May 2025	16 May 2025
	<i>Submit papers and agenda items to: secretariat@exeter.ac.uk</i>					

Joint meeting of Council and Senate	Meeting date	Agenda deadline	Paper Sign-off Deadline (10am) (LR/MSN/DS/DC)	UEB Paper Deadline (10am) / UEB Meeting	Final draft paper deadline - Noon	Final Paper deadline - Noon
	28 May 2025	02 April 2025	15 January 2025	25 April 2025 / 1 May 2025	07 May 2025	16 May 2025
<i>Submit papers and agenda items to: secretariat@exeter.ac.uk</i>						

Senate	Meeting date	Agenda deadline	Paper Sign-off Deadline (10am) (LR/MSN/DS/DC)	UEB Paper Deadline (10am) / UEB Meeting	Final Paper Deadline - MSN Review	Final Paper deadline - Noon
	13 November 2024	18 September 2024	16 October 2024	18 October 2024 / 24 October 2024	25 October 2024	01 November 2024
	12 March 2025	22 January 2025	12 February 2025	14 February 2025 / 20 February 2025	25 February 2025	28 February 2025
	18 June 2025	23 April 2025	21 May 2025	23 May 2025 / 30 May 2025	03 June 2025	06 June 2025
<i>Submit papers and agenda items to: senate@exeter.ac.uk</i>						

Audit and Risk Committee	Meeting date	Agenda circulation	Final Paper deadline - Noon
	30 September 2024	19 August 2024	19 September 2024
	07 November 2024	02 October 2024	28 October 2024
	27 March 2025	12 December 2024	18 March 2025
	27 June 2025	17 April 2025	17 June 2025
<i>Submit papers and agenda items to: secretariat@exeter.ac.uk</i>			

Council Nominations Committee	Meeting date	Agenda circulation	Final Paper deadline - Noon
	28 November 2024	09 October 2024	13 November 2024
	07 February 2025	13 December 2024	16 January 2025
	29 May 2025	21 February 2025	15 May 2025
<i>Submit papers and agenda items to: secretariat@exeter.ac.uk</i>			

Remuneration Committee	Meeting date	Agenda circulation	Final Paper deadline - Noon
	16 October 2024	02 September 2024	07 October 2024
	24 April 2025	03 March 2025	11 April 2025
	10 July 2025	13 May 2025	27 June 2025
<i>Submit papers and agenda items to: a.johnson@exeter.ac.uk</i>			

Academic Governance and Education Sub-Committee	Meeting date	Agenda circulation	Final Paper deadline - Noon
	15 October 2024	26 August 2024	04 October 2024
	28 November 2024	10 September 2024	18 November 2024
	06 February 2025	29 November 2024	28 January 2025
	27 March 2025	11 December 2024	17 March 2025
	09 May 2025	26 February 2025	02 May 2025
	25 June 2025	10 April 2025	19 June 2025
<i>Submit papers and agenda items to: secretariat@exeter.ac.uk</i>			

Research and Impact Sub-Committee	Meeting date	Agenda circulation	Final Paper deadline - Noon
	28 November 2024	10 September 2024	18 November 2024
	11 April 2025	11 December 2024	31 March 2025
<i>Submit papers and agenda items to: secretariat@exeter.ac.uk</i>			

Finance and Investment Sub-Committee	Meeting date	Agenda circulation	Paper Distribution Date
	11 October 2024	01 August 2024	04 October 2024
	22 November 2024	29 August 2024	14 November 2024
	19 February 2025	13 November 2024	12 February 2025
	04 April 2025	20 November 2024	25 March 2025
	13 May 2025	26 February 2025	01 May 2025
	20 June 2025	10 April 2025	11 June 2025
	30/06/2025 (provisional hold)	TBC	TBC
	01/07/2025 (provisional hold)	TBC	TBC
<i>Submit papers and agenda items to: secretariat@exeter.ac.uk</i>			

Education Board	Meeting date	Final Paper deadline - Noon
	02 October 2024	13 September 2024
	27 November 2024	08 November 2024
	12 February 2025	24 January 2025
	23 April 2025	04 April 2025
	04 June 2025	16 May 2025
<i>Submit papers and agenda items to: educationpolicy@exeter.ac.uk</i>		

Postgraduate Research Board	Meeting date	Final Paper deadline - Noon
	01 October 2024	23 September 2024
	31 January 2025	17 January 2025
	05 June 2025	16 May 2025
<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
	14 October 2024	04 October 2024	07 October 2024
	17 February 2025	07 February 2025	10 February 2025
	30 April 2025	21 April 2025	23 April 2025
<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
	08 November 2024	23 October 2024	26 October 2024
	13 February 2025	05 February 2025	08 February 2025
	19 June 2025	10 June 2025	13 June 2025
<i>Submit papers and agenda items to: m.j.wetherell@exeter.ac.uk</i>			