

## Diocesan Scheme

1. This scheme was established by the Diocesan Synod by a resolution of 9 March 2024, and supersedes all previous schemes. It comes into operation on 25 March 2024.
2. The Scheme shall be administered through the Diocesan Advisory Committee (DAC). All correspondence concerning matters dealt with under the Scheme should be addressed to the DAC Secretary.
3. The fees for the inspection of churches in the Diocese under the terms of this Scheme shall be paid by the Parochial Church Council of each parish in accordance with the following terms of this Scheme.
4. Nothing in this Scheme affects the legal responsibility of every PCC for the proper care of each church under its authority, and its duty to apply for a Faculty for permission under Schedule I of the Faculty Jurisdiction Rules 2015 (as amended by the Faculty Jurisdiction (Amendment) Rules 2019) before any work is commissioned.
5. All parish churches in the Diocese, as well as all other consecrated churches and chapels and buildings licensed for public worship, which are required to be inspected under the Measure, shall be inspected at least once in every five-year period (the Quinquennial Inspection or QI) under this Scheme. For the avoidance of doubt, where a Quinquennial Inspection has taken place under a previous Diocesan Scheme, the five-year period should commence from the date of that previous report.

### Scope and contents of the report

6. The Quinquennial Inspection shall be completed in accordance with the current guidance of the Church Buildings Council (CBC). There is an interactive report template within the Church Heritage Record

entry for each church. The DAC recommends that this template is used, although reports submitted in a similar digital format which is compliant with the Scheme and accompanying CBC guidance will be accepted.

7. The structure and content of the Quinquennial Inspection Report shall follow the recommendations set out in the CBC guidance.
8. The Report shall summarise the works needed using a reasonable and logically explained chronology of urgency, e.g.
  - a. Urgent and requiring immediate attention
  - b. Requires attention within approximately a year
  - c. Requires attention within approximately two years
  - d. Requires attention within the quinquennial period
  - e. A desirable improvement with no timescale of urgency

Any routine items of maintenance (including repairs) within these timescales may fall under Schedule 1 of the Faculty Jurisdiction Rules, i.e. under List A or B, and the Quinquennial Inspector may indicate if he / she considers this to be the case, although consultation with the DAC Secretary is usually recommended. All other matters will require faculty permission.

9. Broad indicative costs within the bands set out in the CBC guidance and template for all such works will be given, to enable the PCC to understand the level of funding likely to be necessary. When considering executing such works, PCCs may need to get accurate costings for a Quantity Surveyor.

#### Appointing and reviewing the Inspector

10. Advice on appointing a new inspecting professional can be found in the CBC guidance. The DAC Secretary holds a register of suitably qualified professionals working within, or prepared to, the Diocese. A suitably experienced – and, where appropriate, accredited – professional who is not presently on the register can be employed as a Quinquennial Inspector, but the PCC should seek the advice of the DAC before making an appointment.

11. Many parishes find that there is an advantage to renewing their present Quinquennial Inspector's appointment, as an established relationship with an experienced inspector who fully understands the building and its ongoing needs, while also having a good relationship with the PCC and Churchwardens, is invaluable.
12. Nonetheless, the DAC strongly encourages parishes periodically to consider reviewing the appointment of their Quinquennial Inspector in a competitive tendering process, and the most appropriate time to do this would be when the new inspection is due. Reviewing the appointment does not imply the PCC must change their inspector, merely that it is an opportunity to reflect on whether the PCC is receiving good quality service and best value, and has a good working relationship with the inspector. There are, however, occasions, e.g. when applying for some grants, when it is necessary to provide evidence that there has been a competitive tendering process.

#### Appointing for project work recommended in the report

13. It is for the PCC to decide who to commission to undertake project work, for which a separate agreement would be needed. If the PCC wishes to carry out publicly funded works which require tendering (where fees are over £10,000) under the supervision of the Inspector without a tendering process, it will need to demonstrate that the Inspector was appointed or re-appointed within the last five years through a competitive tendering process, (see no. 13 above). Repair projects identified in the report would usually be better, however, going to the Quinquennial Inspector.

#### Duties and responsibilities of the PCC, Inspector, DAC and Archdeacon

14. All Quinquennial Inspectors shall be responsible for entering into and maintaining adequate and appropriate Professional Indemnity

Insurance cover, and shall provide written evidence of such when taking on the inspectorship or project.

15. A person who is appointed as a Quinquennial Inspector shall enter into agreement with the PCC of the church (or body acting on their behalf) which they are to inspect. The DAC can provide advice if requested.
16. Agreement of fee to be charged, including the preparation and issue of the report shall be included in the contract between the PCC (the client) and the Quinquennial Inspector (the service provider) before the inspection takes place. If additional professional services, access provision, work necessitating a higher fee, additional contracts, or a variation, are required, these must be entered into beforehand by the PCC.
17. Within six months of making the inspection, the Quinquennial Inspector shall send a digital copy of his / her report to the relevant Archdeacon, the PCC of the parish in which the church is situated, the Incumbent or Priest in Charge, and the DAC Secretary. (The report will be uploaded to the Church Heritage Record, if it has not been compiled on the template there.)
18. On the completion of the inspection itself, the Quinquennial Inspector is to guide the Churchwarden through at least the report's more urgent findings while still on site. Should this not be possible on site, it should be done by telephone within one week of the inspection date.
19. The DAC Secretary is responsible, as per the Measure, for the keeping of a register of those buildings covered by the Scheme, containing details of the current Quinquennial Inspector and dates of inspection. The PCC Secretary shall inform the DAC Secretary of the date of inspection.
20. Nothing in this Scheme shall affect the powers of an Archdeacon to ensure the inspection of every church in their archdeaconry once in five years, as laid down in the Measure.

21. In order to provide for the cost of inspections and therein recommended works, every PCC should budget for the report and fabric repairs. They should not, however, use the report as a specification for such works.

#### Interpretation and amendment of the Scheme

22. Any questions which arise concerning interpretation of this Scheme shall be referred to the Registrar, whose decision shall be binding.
23. This Scheme shall be subject to amendment only by means of formal motion, presented after due notice to the Diocesan Synod, and approved by it.